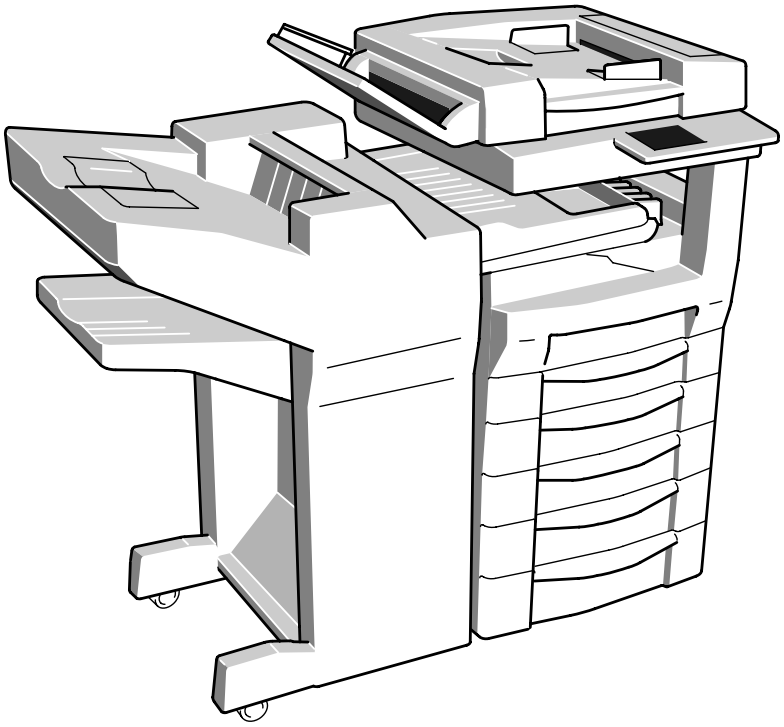
1171-7704-03

MINOLTA

Di250/Di350

Operator's Manual



energy

As an ENERGY STAR® Partner, Minolta Co., Ltd. has determined that this copier meets the ENERGY STAR® Guidelines for energy efficiency.

What is an Energy Star Copier?

Energy Star Copiers have a feature that allows them to automatically turn off or “go to sleep” after a period of inactivity, ensuring night and weekend shut off. This auto-feature can reduce a copier’s annual electricity costs by over 60 percent. In addition, high speed copiers will be set to automatically make double-sided copies. An organization’s paper costs can be reduced by $60 a month and the volume of paper sent into the waste stream will decline. It takes 10 times more energy to produce a piece of paper than it does to make a single copy on a copier. Therefore, using less paper also means decreased national energy consumption.

Recycled Paper (USA market only)

Your Minolta Copier has been designed to use the following Recycled Paper:

Minolta Recycled Bond Item No. 8925 701
20% Post Consumer Waste

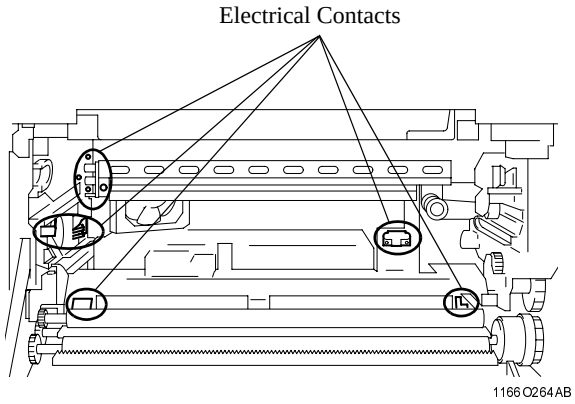
MINOLTA

Using the Copier Properly

To ensure the optimum performance of the copier, follow the precautions listed below.

- Never place a heavy object on the copier.
- Never subject the copier to shocks.
- Never open any doors or turn the copier off while the copier is making copies.
- Never bring any magnetized object near the copier.
- Never use flammable sprays, liquids or gases near the copier.
- Never modify the copier, as a fire or electrical shock could result.
- Never remove any panel or cover which is secured. The copier contains high voltage components which can cause electrical shock.
- Never tamper with the laser mechanism in laser-equipped models, as blindness or other injury may result.
- Never drop paper clips, staples or other small pieces of metal through the vents or other openings in the copier, as a fire or electrical shock can result.
- Never place containers of liquid on the copier. If liquids get inside the copier, they can cause fire or electrical shock. If a piece of metal or any liquid gets inside the copier, immediately turn the copier off, unplug the power cord and call your technical representative. A fire or electrical shock can result if the copier remains plugged in or is operated after metal or liquid gets inside.
- Never leave the copier running if it becomes unusually hot, or if smoke or an unusual odor or noise is detected. Should any of these conditions occur, immediately turn the copier off, unplug the power cord and call your technical representative. A fire or electrical shock can result if the copier remains plugged in under any of these conditions.
- Always insert the power plug all the way into the outlet.
- Always make sure that the outlet is visible, clear of the copier or copier cabinet.
- Always provide good ventilation when making a large number of continuous copies.
- Never pull on the power cord, and always hold the plug when unplugging the power cord. A damaged cord could result in a fire or cause an electrical shock.
- Never unplug the power cord with a wet hand, as it could cause an electrical shock.
- Always unplug the power cord before moving the copier. Moving the copier with the power cord plugged in can damage the cord resulting in a fire or causing an electrical shock.
- Always unplug the power cord when the copier is not going to be used for a long time.
- Never place a heavy object on the power cord, or pull or bend it, as a fire or electrical shock can result.
- Always ensure that the copier does not sit on or roll onto the power cord or communications cable of other electrical equipment, as malfunctioning equipment or a fire could result.
- Always ensure that the power cord or communications cable of other electrical equipment does not become wedged into the copier mechanism, as malfunctioning equipment or a fire could result.
- Always use the correct power voltage, as improper voltage can cause a fire or electrical shock.

- Never use a multiple outlet adapter, as a fire or electrical shock can result.
- Should the power cord become damaged, immediately turn the copier off, unplug the power cord and call your technical representative. A damaged cord can result in a fire or cause an electric shock.
- If an extension cord is needed, use one with a greater rated capacity than the maximum power requirements of the copier. The use of an extension cord that falls short of supporting the maximum power requirements can result in overheating or a fire.
- Always unplug the copier whenever anything unusual is observed during operation. Make sure that the outlet is nearby and clear of the copier and furniture.
- Never touch the electrical contacts inside the right door and underneath the Imaging Unit, as an electrostatic discharge may damage the copier.



=Locate the Copier in a Well Ventilated Room=
A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive copier operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

=Placer le copieur dans une pièce largement ventilée=
Une quantité d’ozone négligeble est dégagée pendant le fonctionnement du copieur quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l’aération est insuffisante et lorsqu’une utilisation prolongée du copieur est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve le copieur.

Thank you for choosing Minolta quality. For over 30 years Minolta has been a leader on the forefront of office equipment technology and service. Our desire has always been to bring you highly reliable products. We pledge to continue to provide you, our customer, with our state of the art equipment, as well as full customer service for all our products. We look forward to a long healthy relationship with you and our company. If you have any questions or comments about Minolta, our product or service, please let us know. Our fax number is 800-237-8087 (for the U.S.A. and Canada). Thank you again.

This operator's manual explains how to operate the copier and replenish its supplies. It also gives some troubleshooting tips as well as general precautions to be observed when operating the copier.

To ensure the best performance and effective use of your copier, read this manual carefully until you familiarize yourself thoroughly with the copier's operation and features. After you have read through the manual, keep it ready for reference.

Please use this manual as a quick and handy reference tool for immediately clarifying any questions which may arise.

MC-F01

WARNING
This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

The design and production of this unit conforms to FCC Regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

FCC-F01

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

IC-F03

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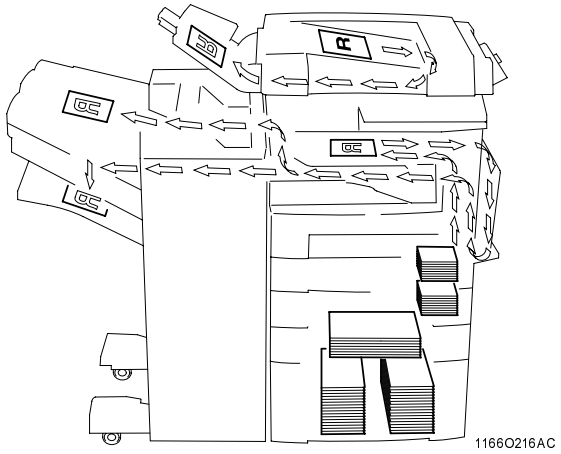
Terms and Symbols for the Type of Originals and Copy Paper

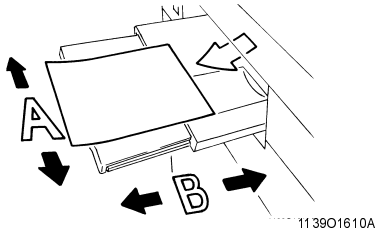
A few special terms and symbols are used in this manual to designate types of originals and copy paper. This page explains about these terms and symbols.

Feeding Direction (copy paper path)

In this copier system, copy paper is taken up from the right-hand side of the copier, fed through the copier toward the left-hand side, and ejected face down onto the Copy Tray. In the figure below, the direction in which the copy paper is fed, as indicated by the arrow, is called the “feeding direction.”



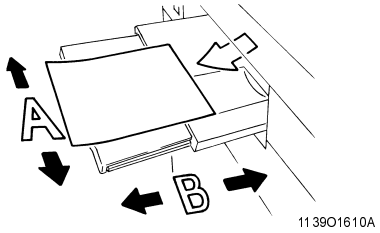
“Width” and “Length”



When we talk about the size of the original or copy, we call side A “width” and side B “length.”

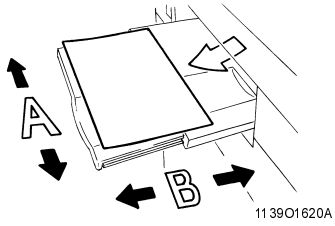
A: Width
B: Length

Terms and Symbols Used



<Lengthwise >

When the original or copy has a “length” longer than its “width,” we call it “lengthwise” and use symbol “L” or “ .”



<Crosswise >

When the original or copy has a “length” shorter than its “width,” we call it “crosswise” and use symbol “C” or “ .”

Safety Information

Laser Safety

This is a digital machine which operates by means of a laser. There is no possibility of danger from the laser, provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

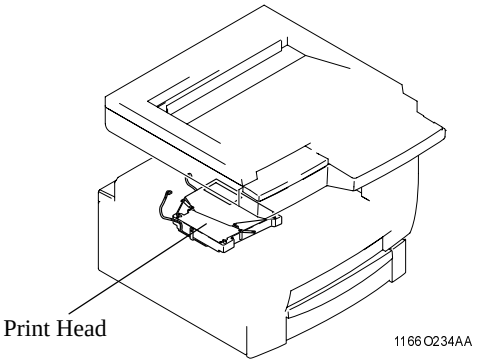
This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.

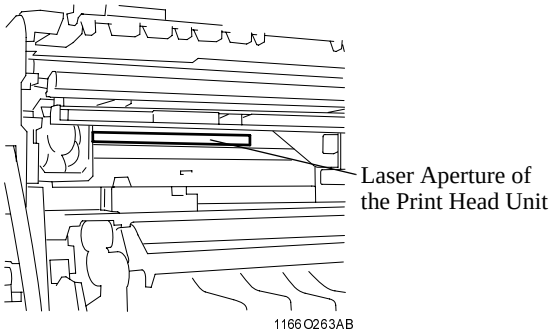
Internal Laser Radiation

Maximum Average Radiant Power: 36.7 (μW) at the laser aperture of the print head unit.

Wavelength: 770-810 nm

This product employs a Class IIIb Laser Diode that emits an invisible laser beam.
The Laser Diode and Scanning Polygon Mirror are incorporated in the print head unit.
The print head unit is NOT A FIELD SERVICE ITEM.
Therefore, the print head unit should not be opened under any circumstances.





This figure shows the view inside the Right Door with the Imaging Unit removed.

For the United States

CDRH regulation
This copier is certified as a Class 1 Laser product under the Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U. S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

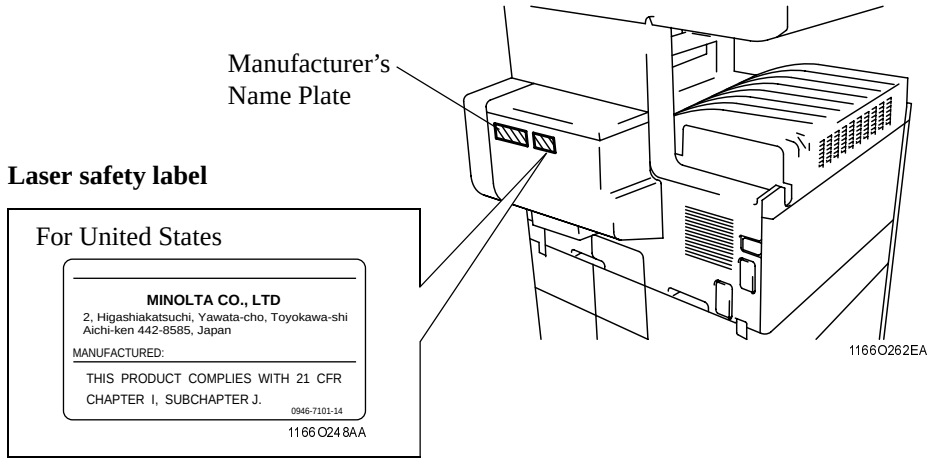
The label shown on page viii indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

> **CAUTION**: Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5mW and the wavelength is 770-810nm.

Laser Safety Label

A laser safety label is attached to the outside of the copy machine as shown below.



The Manufacturer's Name Plate is affixed at the position illustrated above.
Please write down the Model Name and Serial No. of your copier here.

Model:
Serial No.

Chapter 1

Safety Notes

Chapter 1

Safety Notes

1. Installing the Copier

Installation Site

To ensure utmost safety and prevent possible malfunctions of the copier, install it in a location which meets the following requirements.

- ◆A place away from a curtain or the like that may catch fire and burn easily.
- ◆An area where there is no possibility of being splashed with water or other types of liquid.
- ◆An area free from direct sunlight.
- ◆A place out of the direct air stream of an air conditioner, heater, or ventilator.
- ◆A well-ventilated place.
- ◆A dry place.
- ◆A dust-free location.
- ◆An area not subject to undue vibration.
- ◆A stable and level location.
- ◆A place where ammonia or other organic gas is not generated.
- ◆A place which does not put the operator in the direct stream of exhaust from the copier.
- ◆A place which is not near any kind of heating device.

Power Source

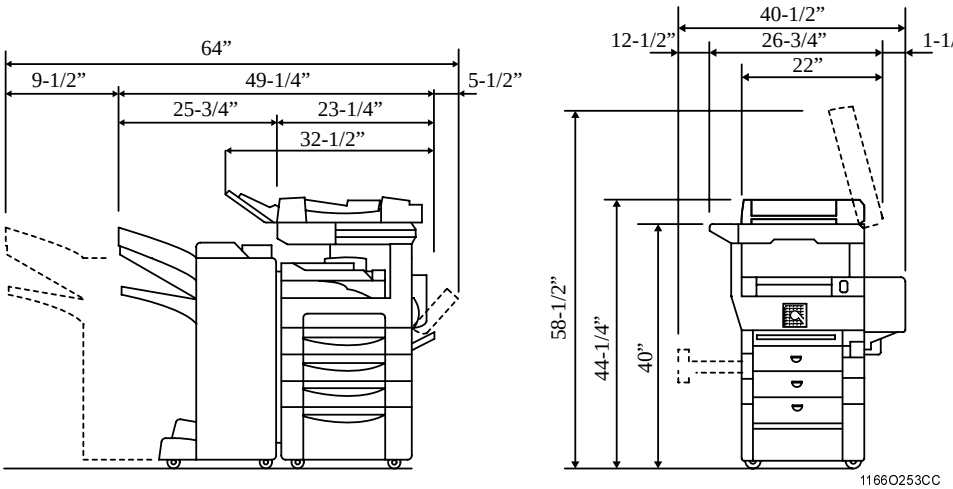
The power source voltage requirements are as follows :

- ◆Use a power source with little voltage fluctuation.

  Voltage Fluctuation : Within ± 10%
  Frequency Fluctuation : Within ± 0.3%

Space Requirements

To ensure easy copier operation, supply replacements, and service maintenance, adhere to the recommended space requirements detailed below. Allow a clearance of 150mm or more at the back of the copier as there is a ventilation duct.



<With AFR-14, FN-100, PF-108, PF-110 and AD-10 mounted>

Unit: Inch

2. Precautions for Use

Operating Environment

The operating environmental requirements of the copier are as follows.

Temperature : 10°C to 32°C (50°F to 89.6°F) with a fluctuation of 10°C (18°F) per hour.
Humidity : 15% to 85% with a fluctuation of 20% per hour.

Using the Copier Properly

To ensure the optimum performance of the copier, follow the precautions listed below.

◆NEVER place a heavy object on the copier or subject the copier to shocks.
◆NEVER open any doors, or turn OFF the copier while the copier is making copies.
◆NEVER bring any magnetized object or use flammable sprays near the copier.
◆NEVER remodel the copier as a fire or electrical shock could result.
◆ALWAYS insert the power plug all the way into the outlet.
◆ALWAYS make sure that the outlet is visible, clear of the copier or copier cabinet.
◆ALWAYS provide good ventilation, especially during extensive operation.

NOTE
= Locate the Copier in a Well Ventilated Room =
A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive copier operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.

REMARQUE
= Placer le copieur dans une pièce largement ventilée =
Une quantité d'ozone négligable est dégagée pendant le fonctionnement du copieur quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée du copieur est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve le copieur.

Moving the Copier

If you need to transport the copier over a long distance, consult your Technical Representative.

Care of Copier Supplies

Use the following precautions when handling the copier supplies (toner, paper, etc.).

◆Store the paper, toner, and other supplies in a place free from direct sunlight and away from any heating apparatus. Keep them in a dry, cool, clean environment.
◆Store paper, which has been removed from its wrapper but not loaded into the drawer, in a sealed plastic bag in a cool, dark place.
◆Keep supplies out of the reach of children.
◆If your hands become soiled with toner, wash them with soap and water immediately.

Note on making multiple copies

If you make smaller than Legal size copies during a multi-copy cycle, there is a possibility that the copying speed will be reduced due to a rise in fusing temperature. The copying speed will automatically return to normal when the optimum fusing temperature is re-established.

Legal Restrictions on Copying

Certain types of documents must never be copied by the copier for the purpose or with the intent to pass copies of such documents off as the original. The following is not a complete list but is meant to be used as a guide to responsible copying.

Financial Instruments
• Personal Checks
• Travelers Checks
• Money Orders
• Certificates of Deposit
• Bonds or other Certificates of Indebtedness
• Stock Certificates

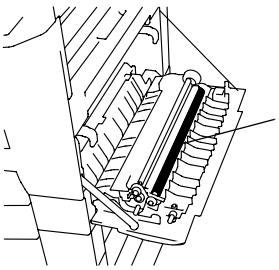
Legal Documents
• Food Stamps
• Postage Stamps (canceled or uncanceled)
• Checks or Drafts drawn by Government Agencies
• Internal Revenue Stamps (canceled or uncanceled)
• Passports
• Immigration Papers
• Motor Vehicle Licenses and Titles
• House and Property Titles and Deeds

General
•Identification Cards, Badges, or Insignias
•Copyrighted Works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies or Works of Art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

Precaution for Opening/Closing the Right Door



When opening or closing the Right Door, use care not to touch the Image Transfer Roller, as a malfunction could result.

Chapter 2

Getting to Know Your Copier

1. Typical Copies You Can Make With Your Copier

Typical Copies You Can Make With Your Copier

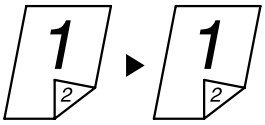
Here's a sample of the features the copier is equipped with to turn out different types of copies. For the specific operations, see the relevant pages indicated by ☞p.

Original ▶ Copy ☞p. 3-22

1-sided ▶ 1-sided

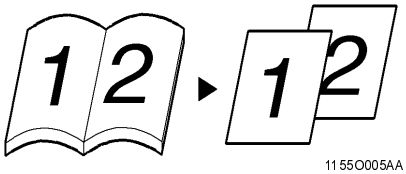
1155O004AA

2-sided ▶ 2-sided



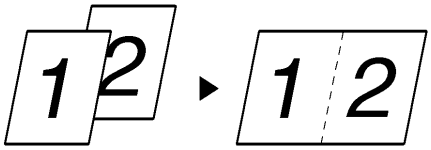
1166O003AA

Book ▶ 1-sided



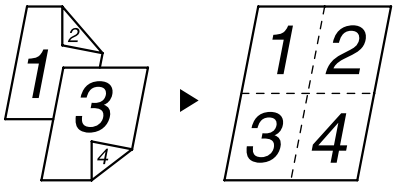
1155O005AA

2-in-1



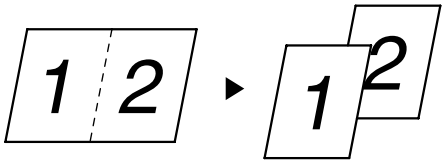
1155O007AA

4-in-1



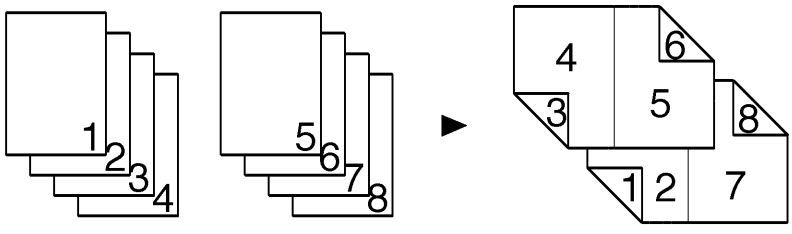
1166O004AA

2-in-1 ▶ 1-sided



1166O005AA

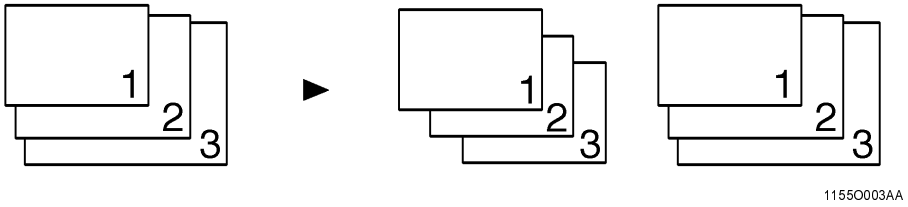
Booklet



1155O008AA

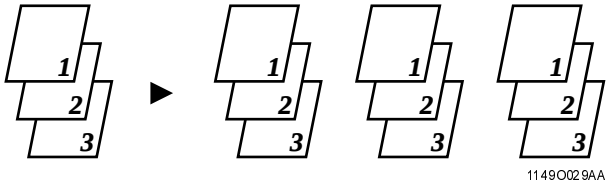
Mixed Original Detection ☞p. 2-24

Mixed Original Detection

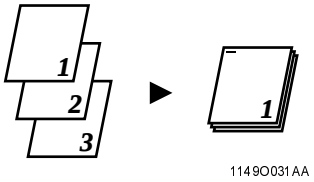


Finishing ☞p. 3-16

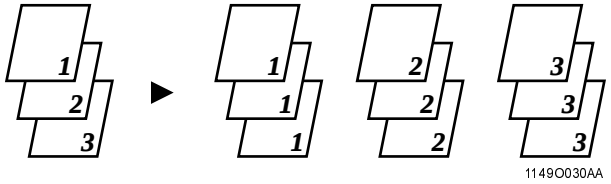
Sort



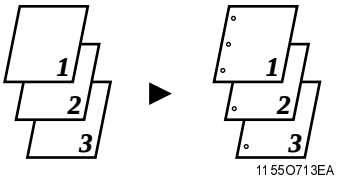
Staple



Group

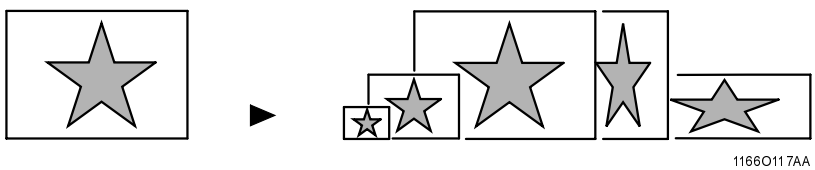


Hole Punch



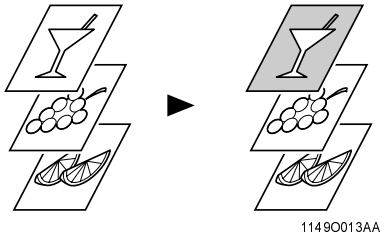
Zoom Ratio ☞p. 3-10

Reduce, Full size, Enlarge, X/Y Zoom



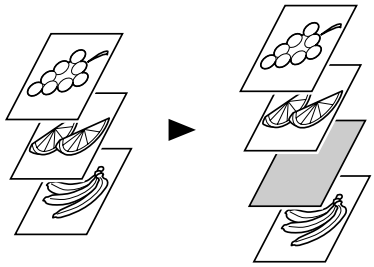
Auxiliary Functions

Cover ☞p. 3-34



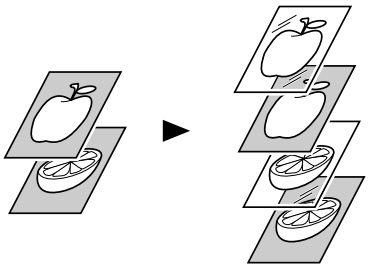
1149O013AA

Page Insertion ☞p. 3-36



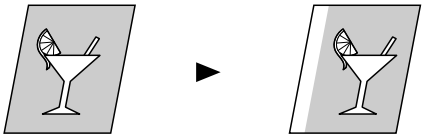
1149O014A

OHP Interleaving ☞p. 3-40



1149O017AA

File Margin ☞p. 3-44

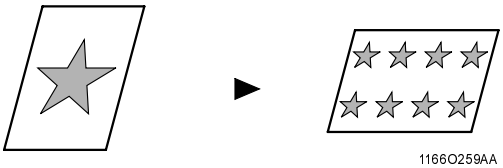


1149O015AC

Erase ☞p. 3-46

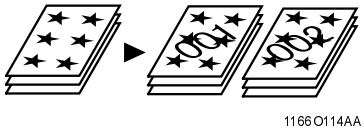
1149O016AA

Image Repeat ☞p. 3-48



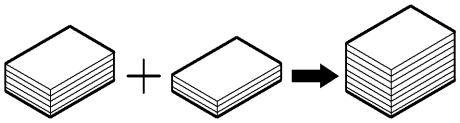
1166O259AA

Distribution ☞p. 3-50

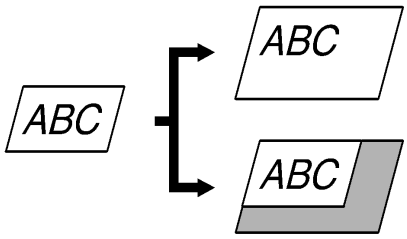


1166O114AA

Separate Scan ☞p. 3-52


1155O556AA

Small Original Adjustment ☞p. 3-51



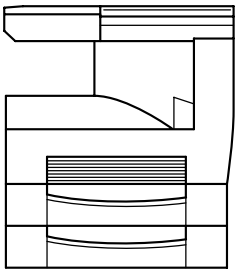
155O555AA

2. System Overview

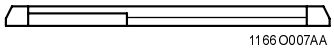
System Overview

The following overview presents the copier and the available options with a brief explanation of the function of each. Refer to “Control Panel Keys and Indicators” (☞p. 2-14) for using the Touch Panel and Control Panel.

Di250 and Options


1166O016AA

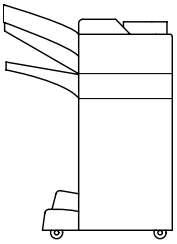
Original Cover <Option>
Holds the original in position on the Original Glass.


1166O007AA

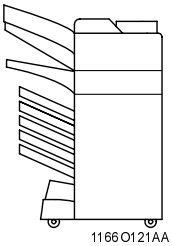
Automatic Document Feeder AF-6 <Option>
Performs automatic feeding of multiple originals.

1166O008AA

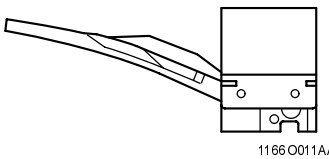
Finisher FN-100 <Option>
Permits sorting, grouping, punching or sort-stapling copies.


1166O120AA

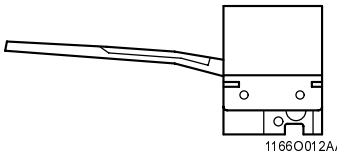
Mailbin Finisher FN-500 <Option>
In addition to the functions of the FN-100, it can sort or group output into 5 bins. Bin assignment is available from the PC.

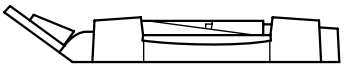

1166O121AA

Shift Tray (OT-100) <Option>
Performs sorting and grouping of copies.

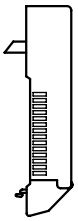

1166O011AA

Job Tray (JS-200) <Option>
Performs sorting and grouping of copies.
You can select the bins for output according to the application in User’s Choice.

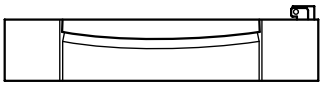

1166O012AA


1166O014AA

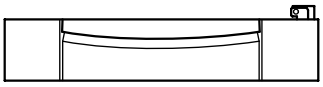
Duplexing Document Feeder AFR-14 <Option>
In addition to the automatic feeding of multiple originals, it can automatically turn over 2-sided originals for making copies of both sides.


1166O015AA

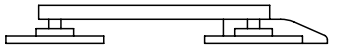
Duplex Unit AD-10 <Option>
Automatically turns over 1-sided copies to make 2-sided copies.


1166O009AA

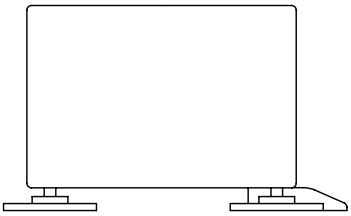
Paper Feed Unit PF-108 <Option>
Holds up to 500 sheets of paper.


1166O009AA

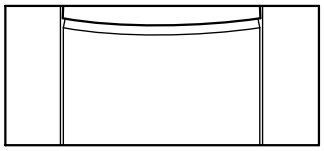
Paper Feed Unit PF-110 <Option>
Holds up to 250 sheets of paper and easily adjusts to different paper sizes.


1166O190AA

Copy Table CT-1 <Option>
Adjusts the height of the copier.


1166O191AB

Copy Desk CD-1M <Option>
Adjusts the height of the copier.

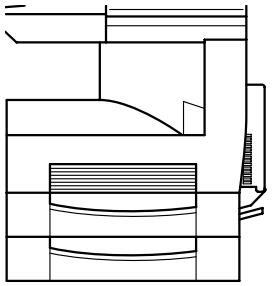

1166O010AA

Large Capacity Cabinet PF-106 <Option>
Holds up to 2,500 sheets of paper.

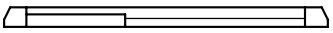
16MB Memory, 32MB Memory <Option>
Expands the memory capacity of the copier.

Printer Controller Pi3500 <Option>
When installed on the copier, the copier can perform as a printer.

Di350 and Options


1166O206AA

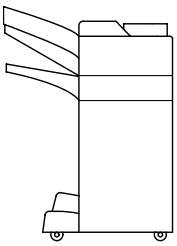
Original Cover <Option>
Holds the original in position on the Original Glass.


1166O007AA

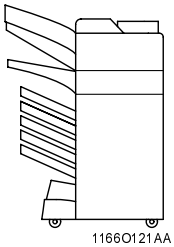
Automatic Document Feeder AF-7 <Option>
Performs automatic feeding of multiple originals.

1166O008AA

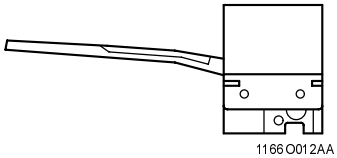
Finisher FN-100 <Option>
Permits sorting, grouping, punching or sort-stapling copies.

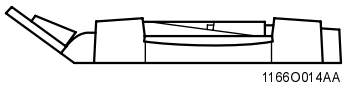

1166O120AA

Mailbin Finisher FN-500 <Option>
In addition to the function of the FN-100, it can sort or group output into 5 bins. Bin assignment is available from the PC.

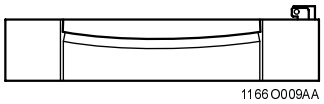

1166O121AA

Job Tray (JS-200) <Option>
Performs sorting and grouping of copies.
You can select the bins for output according to the application in User's Choice.

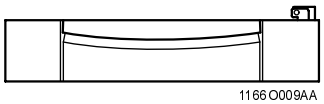

1166O012AA


1166O014AA

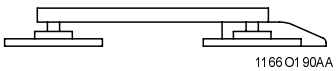
Duplexing Document Feeder AFR-14 <Option>
In addition to the automatic feeding of multiple originals, it can automatically turn over 2-sided originals for making copies of both sides.


1166O009AA

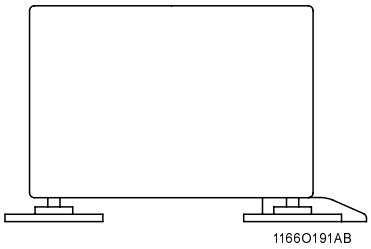
Paper Feed Unit PF-108 <Option>
Holds up to 500 sheets of paper.


1166O009AA

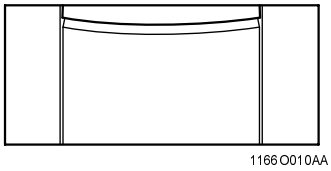
Paper Feed Unit PF-110 <Option>
Holds up to 250 sheets of paper and easily adjusts to different paper sizes.


1166O190AA

Copy Table CT-1 <Option>
Adjusts the height of the copier.


1166O191AB

Copy Desk CD-1M <Option>
Adjusts the height of the copier.

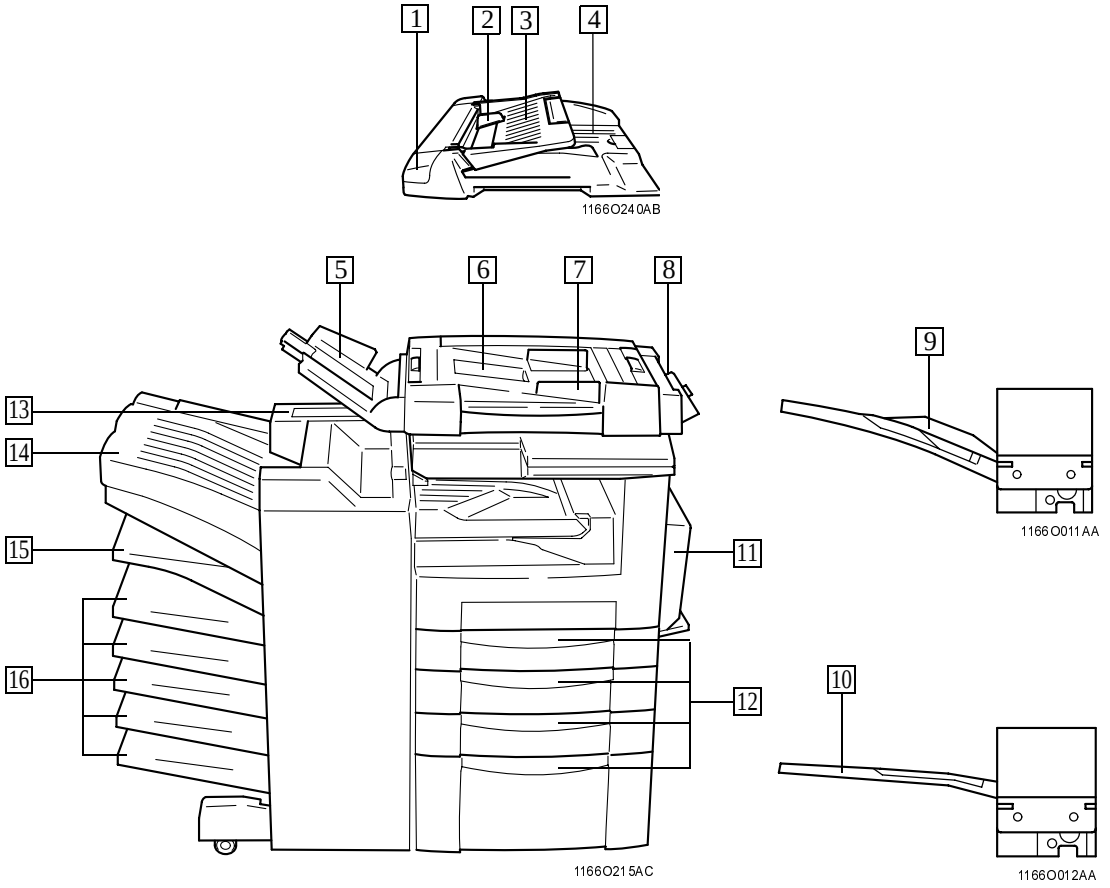

1166O010AA

Large Capacity Cabinet PF-106 <Option>
Holds up to 2,500 sheets of paper.

16MB Memory, 32MB Memory <Option>
Expands the memory capacity of the copier.

Printer Controller Pi3500 <Option>
When installed on the copier, the copier can perform as a printer.

Copier Accessories



Automatic Document Feeder

1	Print Lamp	: Lights up green when scanning. Lights up red when there is trouble.
2	Document Guide Plate	: Slide the guide plate to the size of the originals.
3	Document Feed Tray	: Load the originals face up on this tray.
4	Document Exit Tray	: Receives originals automatically ejected from the Automatic Document Feeder.

Duplexing Document Feeder

5	Document Exit Tray	: Receives originals automatically ejected from the Duplexing Document Feeder.
6	Document Feed Tray	: Load the originals face up on this tray.
7	Document Guide Plate	: Slide the guide plate to the size of the originals.
8	Single Feed Tray	: Insert a single sheet face down into the tray to make a copy or copies of it.

Shift Tray

9 Shift Tray : Receives sorted copy sets by shifting.

Job Tray

10 Job Tray : Receives copied paper.

Duplex Unit

11 Lock Release Lever : Use to open the Duplex Unit for clearing a misfed sheet of paper.

Drawer

12 Drawer : Load the paper into these drawers.
* When the amount of paper still available for use in the drawer becomes small, the lamp of the drawer starts blinking red. When the paper runs out, the lamp lights up red steadily. (This does not apply to the Large Capacity Cabinet.)

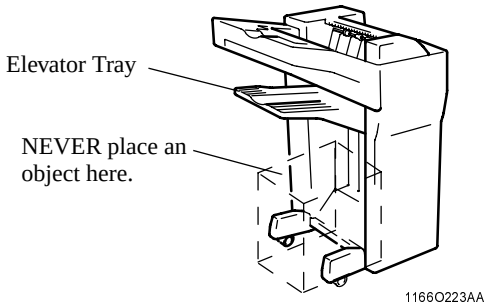
Finisher

13 Stapler Cover : Open to replace the staple cartridge.
14 Top Offset Tray : Receives plain paper or special paper fed out.
15 Elevator Tray : Receives sorted paper by shifting.

Mailbin Finisher

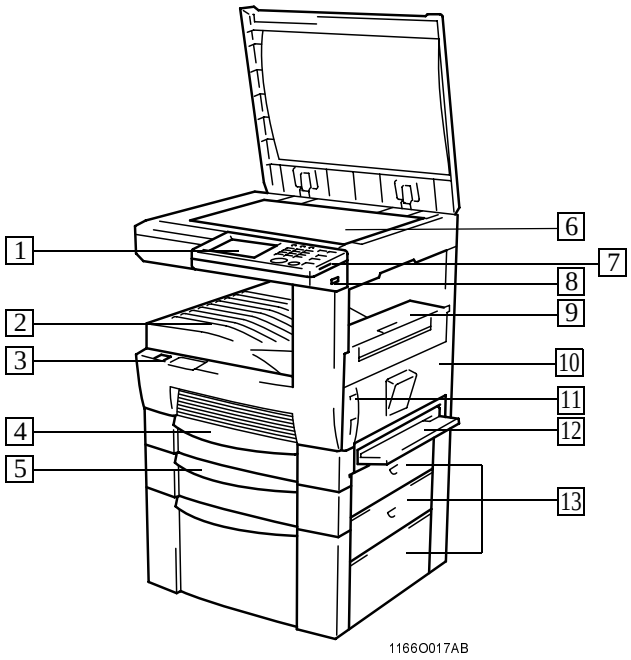
13 Stapler Cover : Open to replace the staple cartridge.
14 Top Offset Tray : Receives plain paper or special paper fed out.
15 Elevator Tray : Receives sorted paper by shifting.
16 Mail Bins : Receives copied paper fed out in finishing mode.

<Precautions when Using a Finisher>



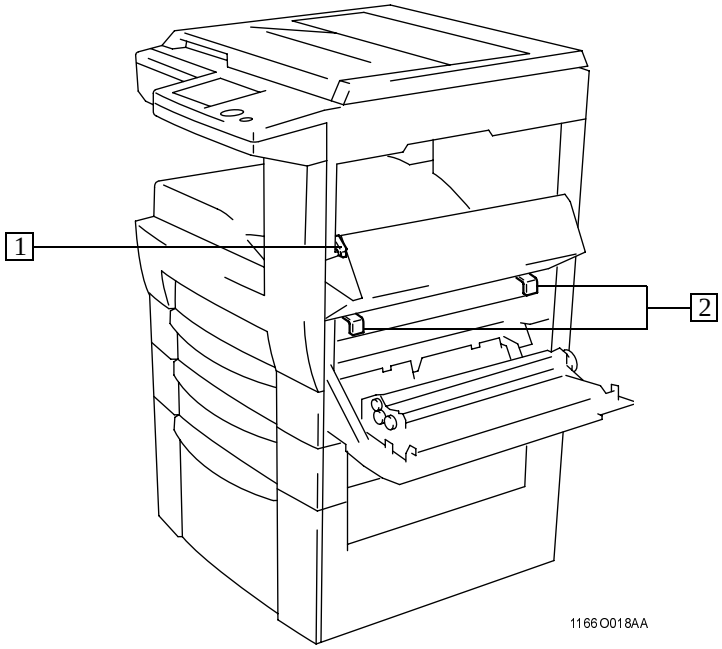
NEVER place an object under the Elevator Tray. Anything that is placed under the Elevator Tray can interfere with the tray when it lowers after a copy set has been fed into it, which results in a malfunction.

Outside the Copier



1	Control Panel	: Set the various functions of the copier. ☞p. 2-14
2	Non-Sort Exit Tray	: Unsorted copies are fed out here.
3	Power Switch	: Use to turn the copier ON and OFF. ☞p. 2-18
4	1st Drawer (Multi Purpose Cassette)	: Holds up to 250 sheets of paper and easily adjusts to different paper sizes. ☞p. 5-2
5	2nd Drawer (500-sheet Fixed Cassette)	: Holds up to 500 sheets of copy paper. It can accommodate paper of different sizes. ☞p. 5-5
6	Original Glass	: Place your original face down on this Glass. ☞p. 2-22
7	Display Contrast Control Knob	: Use to adjust the brightness of the Touch Panel.
8	Total Counter	: Shows the total number of copies made so far.
9	Upper Right Door	: Open to clear misfed paper. ☞p. 5-16
10	Right Door	: Open to replace the Imaging Unit or clear misfed paper. ☞p. 5-12, 5-16
11	Lock Release Lever	: Use to unlock the Right Door to replace the Imaging Unit. ☞p. 5-12, 5-16
12	Manual Bypass Tray	: Use for manual feeding of single sheets of copy paper into the copier. ☞p. 3-7
13	Side Panel	: Open to clear misfed paper. ☞p. 5-16

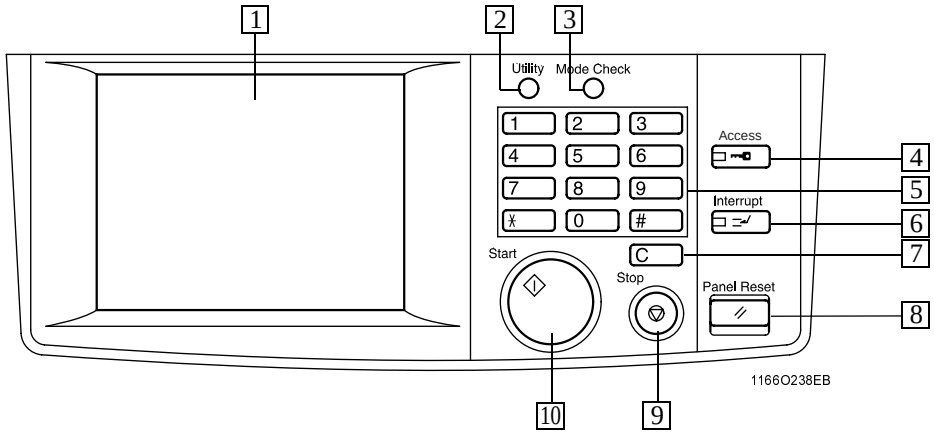
Inside the Copier



1 Pinch Lever : Pull up for clearing misfed paper. ☞p. 5-16
2 Green Hooks : Use to slide out the Imaging Unit. ☞p. 5-16

3. Control Panel Keys and Indicators

Control Panel Keys and Indicators



1 **Touch Panel**
- Shows various screens and messages. ☞p. 2-15

2 **Utility Key**
- Press to show the utility mode. ☞p. 4-2

3 **Mode Check Key**
- Lists the current settings on the screen. From this screen you can access the setting screen of a particular function and change or cancel the setting as necessary. ☞p. 2-25
- Access to register the current settings in the program. ☞p. 4-10

4 **ID Key**
- Press to enter the access number when Copy Track of the Administrator mode available from User's Choice is set. ☞p. 2-27
- Press to access the setting screen available.

5 **10-key Pad**
- Use to enter the number of copies to be made and the various numeric values.

6 **Interrupt Key**
- Press to interrupt a current job with a different one. Press it again to return to the previous job. ☞p. 2-25
- Lights up to indicate that the copier is in the Interrupt mode.

7 **Clear Key**

Press to :
- Reset the multi-copy entry to 1.
- Clear the settings entered from the 10-key Pad and the access code entered.
- Clear the image data scanned.

8 **Panel Reset Key**
- Press to set the copier into the initial mode. ☞p. 2-25

9 **Stop Key**

Press to :
- Stop a print cycle.
- Stop a scanning cycle.

10 **Start Key**
- Press to start the document scanning sequence or print cycle.
- Lights up green to accept a print command; lights up orange to reject one.

What is the Touch Panel?

The Touch Panel is the screen through which you can select or register the various settings of the machine by touching the keys on the screen.
* Some of the Touch Panel screens used in the Operator's Manual may be different from what you actually will see on your machine.

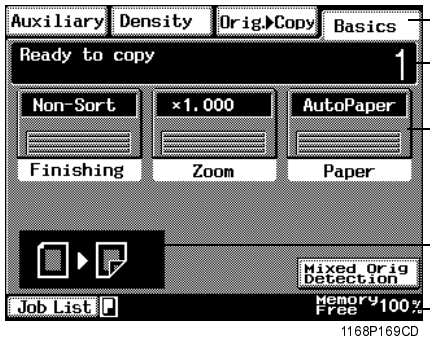
Operating the Touch Panel

You need only to lightly touch the key shown on the Touch Panel to select or activate the function represented by the key.

NOTE
NEVER press the Touch Panel hard or use a hard or pointed object to press it, as a damaged panel could result.

How the Screen is Organized

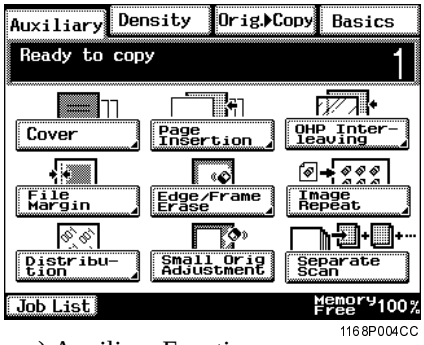
Basics screen: This is the initial screen for making copies.



1168P169CD

1 Supplementary Function Keys
2 Message Display
3 Basic Function / key
4 Set Function
5 Sub-message Display

1 Supplementary Function Keys



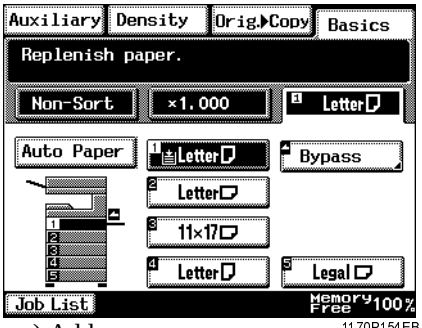
1168P004CC

ex.) Auxiliary Function

Shows the different supplementary function keys that can be selected to set the corresponding supplementary function. When any of these Keys is touched, the corresponding supplementary function screen appears.

* Touching Basics returns you to the Basics screen.

2 Message Display

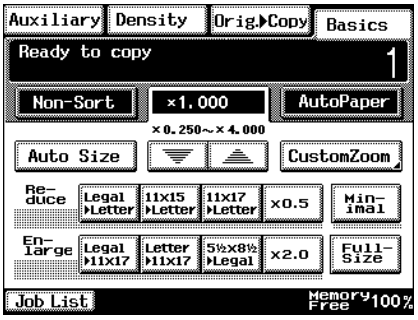


1170P154EB

ex.) Add paper

Shows the current copier status, operating instructions, precautions and other data including the number of copies selected.

3 Basic Function / Key Display



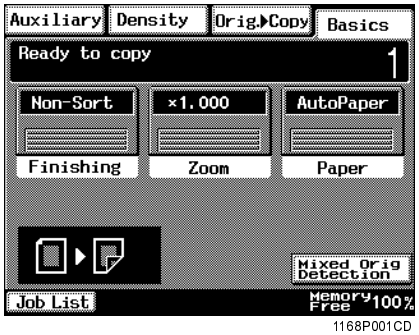
1170P015EB

ex.) Zoom

Shows the basic function keys that can be selected to set the corresponding basic function. Touching a basic function key shows the corresponding basic function screen.

* What is shown inside the key is the current setting.

4 Set Function



1168P001CD

Shows graphic representations of the current settings.

* When you want to check for more details of the set functions, press the **Mode Check** key. ☞p. 2-25

5 Sub-message Display

1168P169CD

ex.) Now copying

Shows icons that represent different statuses of the job being run. Information displayed includes the amount of memory space still available for use, toner-empty condition, and paper-empty condition.

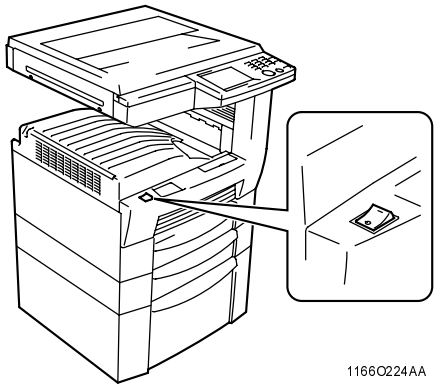
To check for the functions currently stored in memory, touch **Job List** .

Icons

Icon		Description
	Copying	Now copying.
	Printing	Now printing.
	Print Waiting	Processing the next print job.
	Receiving Data	Receiving the data.
	Data remains	Data remains in memory.
	Paper empty	Add paper. ☞p. 5-2
	Lack of Toner	Toner is running out. Replace the Toner Bottle. ☞p. 5-10
	Replace I/U	Need to change the Imaging Unit. Call your Tech. Rep.
	Maintenance Call	The time has come when the copier needs service. Call your Technical Representative.

4. Turning ON and OFF and Initial Mode

Turning ON and OFF



1166O224AA

- Turning the Copier ON
  Press the Power Switch to the | (ON) position.
- Turning the Copier OFF
  Press the Power Switch to the ⏻ (OFF) position.

NOTE
The Auto Shut OFF function will automatically shut down the copier a given period of time after the last activity. ☞*p. 2-26*

When the Copier is Turned ON

When the Power Switch is turned ON, the Touch Panel lights up.

In a few seconds, the message “Now warming-up. Ready to scan.” appears and the Start key lights up green. The copier thereafter enables its auto copy start function. ☞p. 2-25

At this time, however, pressing the Start key does not start a copy cycle. The copier needs a warm-up period of about 60 to 70 seconds at a room temperature of 23°C (73.4°F).

Initial Mode

When the Power Switch is turned ON, the Basic screen appears on the Touch Panel. The settings on this screen are called the initial mode, serving as the reference for all panel settings to be later made.

1168P001CD

No. of copies selected : 1
Finishing : Non-Sort
Zoom : X1.000
Paper : Auto Paper
Density : Auto Exposure
Orig. ▶ Copy : 1 ▶ 1

Useful Tips
User's Choice can be used to change the settings of initial mode. ☞*p. 4-4*

5. Placing Originals

Using the Document Feeder

The Document Feeder automatically feeds original sheets placed on the Document Feed Tray one by one. After the copy cycle has been completed, it automatically ejects the original onto the Document Exit Tray. To ensure the best performance and effective use of the Document Feeder, use the appropriate type of originals as shown below. Some originals may not be suitable for reliable operation of the Document Feeder. Here is a guide.

Originals Suitable for the Document Feeder

<Duplexing Document Feeder>
Type of Originals : Plain paper
- 1-Sided Original : weighing 13-1/4 to 29-1/4 lbs.
- 2-Sided Original : weighing 16 to 24 lbs.
- Mixed Original Detection mode : weighing 16 to 24 lbs.

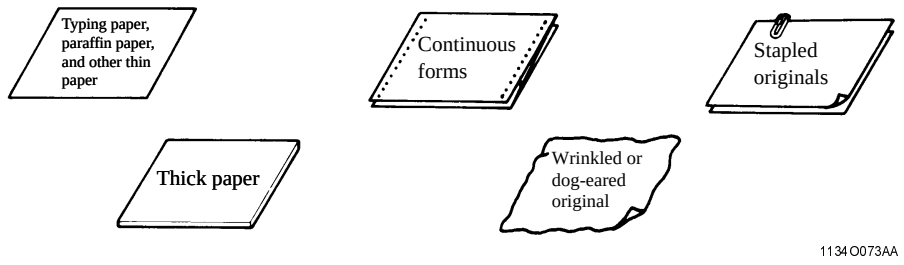
Original Size : 1-Sided Original, 2-Sided Original Mode :11”×17”L to 5-1/2”×8-1/2”L
Mixed Original Detection Mode : 11”×17”L to Letter

<Automatic Document Feeder>
Type of Originals : Plain Paper
- Single Feeding : weighing (10-3/4 to 21-3/4 lbs.)
- Multiple Feeding : weighing (14 to 21-3/4 lbs.)

Original Size : 1-Sided Original, 2-Sided Original Mode :11”×17”L to 5-1/2”×8-1/2”L
Mixed Original Detection Mode : 11”×17”L to 5-1/2”×8-1/2”L

Originals Not Suitable

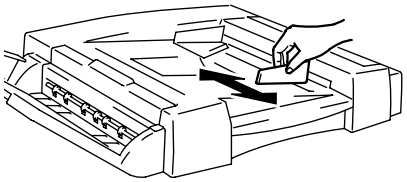
- Typing paper, paraffin paper, and other thin paper
- Thick paper
- Originals greater than 11”×17”L or smaller than 5-1/2”×8-1/2”
- Transparencies, translucent paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Carbon-backed originals



* For any of these types of originals, raise the Document Feeder and place the original manually on the glass to make a copy. ☞p. 2-22

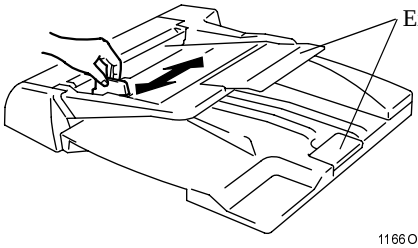
Loading the Originals

1 Slide the Document Guide Plate to the size of the originals.
<Duplexing Document Feeder>



1166O021AA

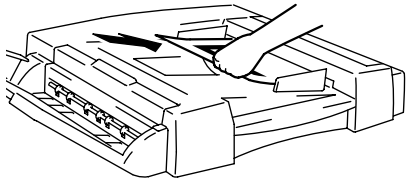
<Automatic Document Feeder>



1166O022AA

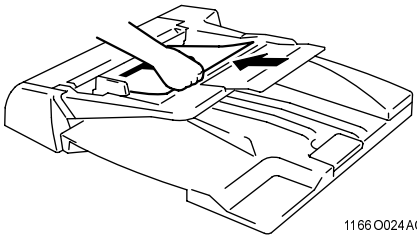
Useful Tip
When using large size originals, flip up the extenders.

2 Load a neat stack of originals face up on the Document Feed Tray.
<Duplexing Document Feeder>



1166O023AB

<Automatic Document Feeder>



1166O024AC

NOTES
- *The maximum number of originals that can be loaded*
  Duplexing Document Feeder: Up to 50
  Automatic Document Feeder: Up to 70
- *It is possible for the copier to perform subsequent scanning of a document set that is larger than the maximum allowed on the Document Tray.* *☞p. 3-52*
- *Make sure that the top level of the original stack does not exceed the ▼ marking.*
- *Make sure that the Document Guide Plate is in touch with the edges of the original stack. If it's not pressed snugly against the original stack, skewed feeding could result.*
- *You can make copies automatically from originals of assorted sizes loaded on the Document Feeder.* *☞p. 2-24*
- *When loading the originals, make sure to select the Original Direction.* *☞p. 3-26*

3 Press the Start Key to scan the originals in the tray.

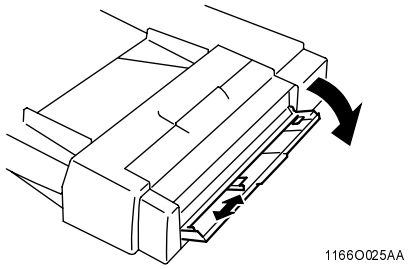
Using the Single Automatic Document Feeding Mode (SADF Mode)

This is the mode in which you insert your originals one by one into the Duplexing Document Feeder to make a copy. When you insert the original into the Single Document Feed Tray, the copier automatically starts the copy cycle.

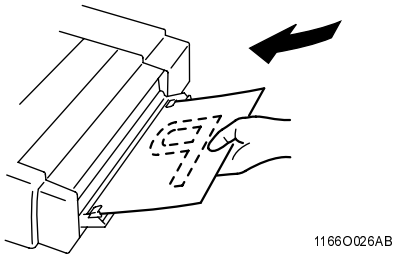
NOTES

- *Originals available for the SADF Mode.*
  Type : Plain paper
  Thickness : 9-1/4 to 53-1/4 lbs.
  Size : 11”×17”L to 5-1/2”×8-1/2”L
- *The following features will be cancelled when using the SADF Mode.*
  2-sided Original, 2-in-1 Original, Book, Sort Mode, Group Mode, Staple Mode, Cover Mode, Page Insertion Mode, Number Stamping Mode, Manual Feeding, Original Direction, Margin.

1 Open the Single Document Feed Tray and slide the Guide Plate to the size of the original.



2 Make sure that the Start Key is lit green and insert the original face down into the Single Document Feed Tray.



NOTES

- *Be sure to place one original at a time.*
- *Be sure to correct any fold or curl in the original.*

3 The original is automatically taken up and the copy cycle is started.

4 Making sure that the Start Key lights up green again, insert the next original.

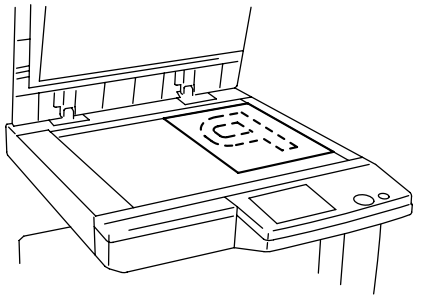
Placing Originals on the Glass

Different methods are used to place the original depending on its type. Use the procedure appropriate for your original. If you are using a Document Feeder, see p. 2-19

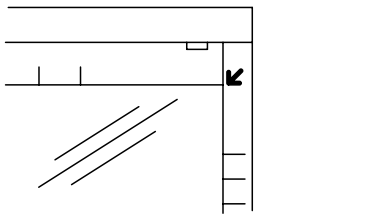
Sheet Originals

<Using originals not suitable for the document feeder>

1 Raise the Original Cover or Document Feeder and place the original face down on the glass.



2 Align the rear right corner of the original with the ↘ marker on the Width Scale of the original glass.



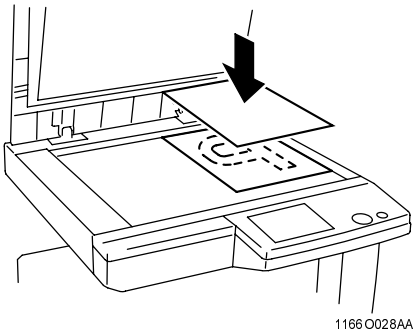
3 Gently lower the Original Cover or Document Feeder.

Highly Transparent Originals

<Using transparencies and translucent paper for the original>

1 Place the original in the same way as the sheet originals.

2 Place a blank white sheet of paper of the same size over the original.

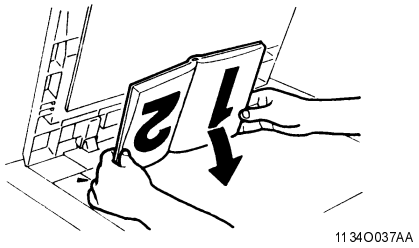


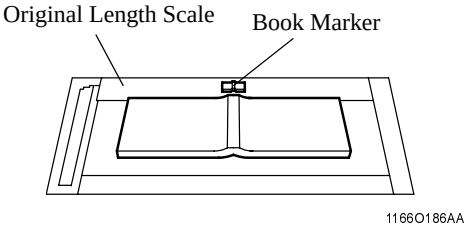
3 Gently lower the Original Cover or Document Feeder.

Making Copies from A Book Using Book Copy Mode

<"Book" refers to an open bound original>

1 Place the open book so that its top edge is at the rear of the copier and the center of the book is aligned with the Book Marker indicated on the Original Length Scale.





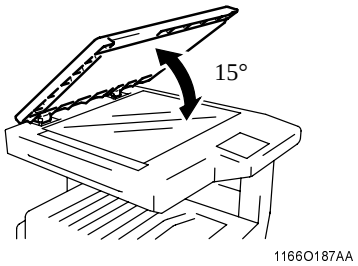
2 Gently lower the Document Feeder or Original Cover.

NOTES

- *If the book is thick, make a copy with the Document Feeder or Original Cover raised.*
- *Do not look directly at the Original Glass surface as a strong beam of light is emitted.*
- *Not positioning the open book properly will result in copies with pages in incorrect order.*
- *Start copying with the lower-numbered pair of pages.*

Instructions for Original Placement

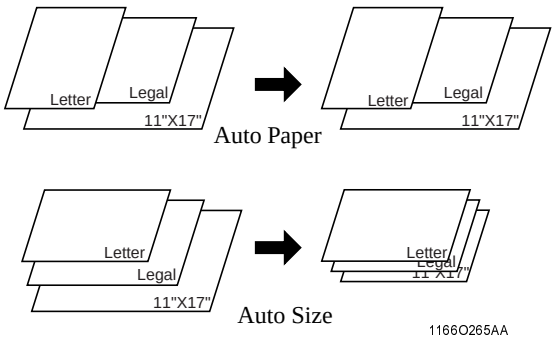
- *Be sure to raise the Document Feeder 15° or more before placing the original. If the Document Feeder is raised to an angle less than 15°, the copier may fail to select the correct copy paper size or zoom ratio.*



- *Do not place an original weighing more than 6-1/2 lbs. on the Glass.*
- *When placing an open book, do not press the book hard on the glass, as the glass could crack.*

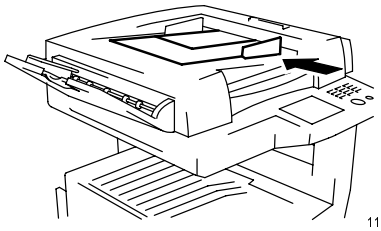
Mixed Orig. Detection

<Only when the Duplexing Document Feeder is mounted>
The Mixed Original Detection function enables making copies automatically from originals of assorted sizes loaded on the Document Feeder.



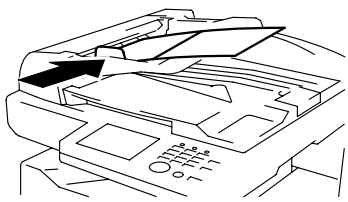
NOTE
The copier cannot staple together copies of different sizes made with Mixed Orig. Detection and Auto Paper selected.

1 Load the stack of originals so that the rear edge of each original is pressed against the rear Document Guide Plate. Then, slide the front Document Guide Plate against the front edges of the originals with the greatest width.
<Duplexing Document Feeder>



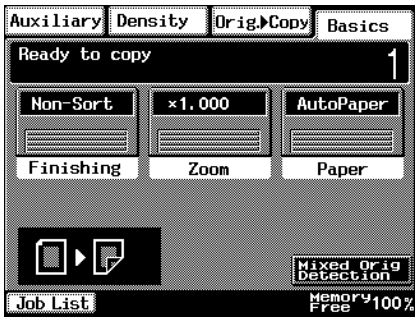
NOTE
The maximum number of originals that can be loaded is up to 50 sheets in Mixed Orig. Detection Mode.

<Automatic Document Feeder>



NOTES
- *The maximum number of originals that can be loaded is up to 50 sheets in Mixed Orig. Detection Mode.*
- *Only when the Automatic Document Feeder is used, arrange the stack of mixed originals so they all have the same crosswise width as illustrated above.*

2 Touch the **Mixed Orig. Detection** key on the touch panel.



Useful Tip
User's Choice allows you to default to Mixed Original Detection. ☞*p. 4-5*

6. Auxiliary Functions

Auxiliary Functions

Panel Resetting

The Panel Reset key resets all control panel settings to default settings including the number of copies and zoom ratio. The settings just made would also be cleared.

Useful Tips

- *The Panel Reset key enables you to cancel all previous settings at the touch of the key.*
- *To avoid miscopy, try to press this key before making any setting for your own copy job.*

Auto Copy Start

If you load originals into the document feeder or place an original on the glass and press the Start key while the copier is warming up after it has been turned ON, the Auto Copy Start function allows that copy process to start as soon as the copier completes warming up.

Interrupt

The Interrupt function allows you to interrupt a current job and run a different one. Pressing the Interrupt key once stops the copy cycle and sets the copier into the Interrupt mode. Pressing the key again lets the copier leave the Interrupt mode, returning to the previous settings.

Useful Tips

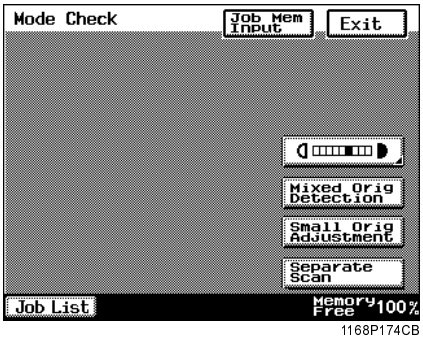
- *Pressing the Interrupt key sets the copier into the initial mode, except for the finishing function which is Non-Sort.*
- *Custom Zoom and X/Y Zoom cannot be set in the Interrupt mode. Cover, Page Insertion and OHP Interleaving cannot be set in the Interrupt mode, either.*

NOTE

To cancel an Interrupt cycle, you need to press the Interrupt key. The Panel Reset key does not serve this purpose.

Mode Check

By pressing the Mode Check key on the control panel, you can either check for or change or store the current settings.



1168P174CB

- When you touch **Exit** after having checked the currently set functions, the Basic screen reappears.
- To change a certain function, touch the corresponding key and then make the necessary change.
- To register the current settings, touch the **Job Mem Input** key and then the Program register screen appears. ☞p. 4-10

Auto Panel Reset

If no key on the control panel is pressed within 60 sec. after a copy cycle has been completed or copying settings made, the Auto Panel Reset function is activated to return the copier to the default settings.

Useful Tip

The time for the copier to activate Auto Panel Reset can be selected. The Auto Panel Reset function can even be disabled. For details, see "User's Choice" ☞p. 4-6

Energy Save Mode

To save electricity, the copier enters the Energy Save Mode a given period of time after the last activity. The initial setting is 15 min. This function enables the copier to complete the warm-up cycle in about 30 sec. To cancel the Energy Save Mode, press any key on the control panel or open the original cover or set an original on the Document Feeder.

Useful Tip

The time for the copier to enter the Energy Save Mode can be selected as shown below.

From 1 to 240 min. for Di250

From 15 to 240 min. for Di350

For details, see User's Choice. ☞p. 4-6

NOTE

The copier is automatically shut down if the Auto Shut OFF function is activated while it is in the Energy Save Mode.

Auto Shut OFF

The Auto Shut OFF function shuts down the copier a given period of time after the copier has been used last. The initial setting is 60 min.

Useful Tip

The time for the copier to enter the Auto Shut OFF mode can be selected from 15 to 240 min. The Auto shut OFF function can even be disabled. For details, see User's Choice. ☞p. 4-6

LCD Back-light Off

To save electricity, the copier enters the LCD Back-light OFF function a given period of time after the last activity. The initial setting is 1 min. To cancel the LCD Back-light OFF function, press any key on the control panel or open the original cover or set an original on the Document Feeder.

Useful Tip

The time for the copier to enter the LCD Back-light OFF function can be selected from 1 to 240 min. For details, see User's Choice. ☞p. 4-6

Job List

You can check for operation data and present conditions on the Touch Panel. ☞p. 3-54

Access Number

If an access number has been programmed, it allows only particular persons to use the copier or a supervisor to keep track of the number of copies made by a particular department.

NOTES

- *If an access number has been programmed, a copy cycle can be initiated only after the access number has been input to the copier.*
- *Before you can use this function, you must first turn "ON" the "Copy Track" function available from Utility.* ☞*p. 4-22*
- *When Copy Track is set to "100 Accounts," you must enter the 4-digit access code assigned to your account in order to make copies.*

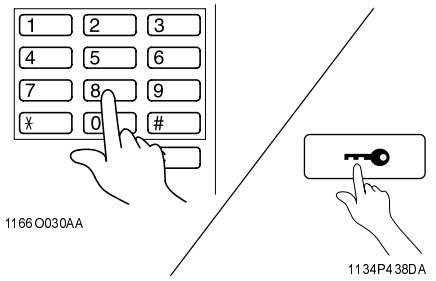
1168P168CB

- *When Copy Track is set to "1000 Accounts," you must enter your 3-digit account number in order to make copies.*

1168P203CB

<Entering the Access Number>

1 From the 10-key Pad, enter the access number and press the Access Mode key.



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1134P438DA

NOTE

To correct the access number entered, first press the Clear key, then enter the new number.

2 When the initial screen reappears, you can now start the copy cycle.

3 When the copy cycle is completed, press the Access Mode key again.

To Stop Printing

Press the Stop Key while data is being processed or printed out. The screen below appears and you can choose whether to delete the data or not.

1168P204CB

Chapter 3

Making Copies

1. Basic Copying Overview

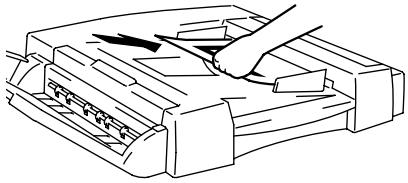
Basic Copying Overview

One of the most basic copying jobs is to make full-size (×1.000) copies of the original.

- Place the original in position (step 1), set the number of copies to be made (step 8), and press the Start key (step 9). This will allow you to make full-size copies on paper of the same size as the original. (*Automatically selected in the initial mode are Auto Paper, Full Size, and Auto Exposure.)

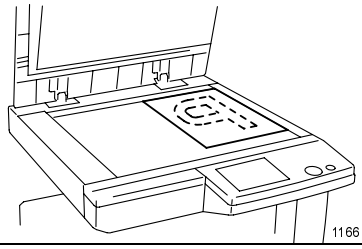
The selections ⟶ you make on the Touch Panel will change the exposure level, zoom ratio, the type of copy and so on.

1. Placing the Original
   - Load the originals face up on the document feeder. ☞p. 2-19



1166O023AB

   - Raise the document feeder and place the original face down on the Original Glass. ☞p. 2-22



1166O027AA

To change the copy paper size

To change the zoom ratio

- To sort copies
- To staple copies
- To punch holes in copies

- To make copies from a book
- To save copy paper

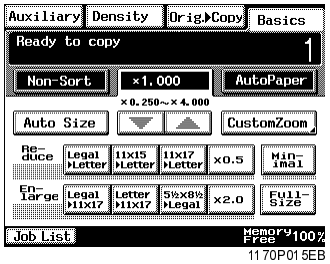
- To change the exposure level

Selecting the basic functions

2. Touch **Paper** . ☞p. 3-4

3. Touch **Zoom** . ☞p. 3-10

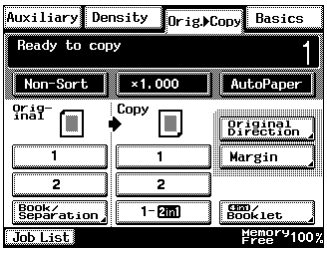
4. Touch **Finishing** . ☞p. 3-16



1170P015EB

Selecting the original ▶ copy type

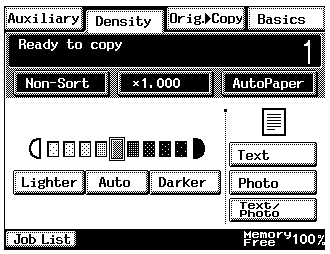
5. Touch **Orig. ▶ Copy** . ☞p. 3-22



1168P002CC

Selecting the exposure level

6. Touch **Density** . ☞p. 3-32

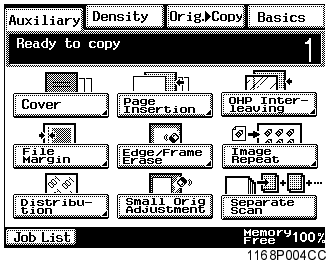


1168P003CC

• To make a file margin on the copy
• To use OHP Interleaving

Selecting the auxiliary functions

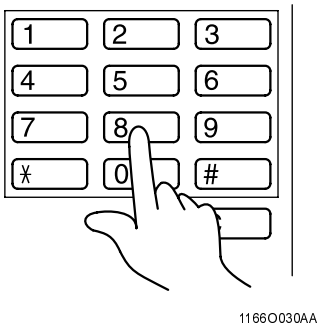
7. Touch **Auxiliary** .
☞p. 3-34



8. Setting the number of copies.
• From the 10-Key Pad, set the desired number of copies to be made.
The maximum number that can be set:
99 for Di250
999 for Di350

Useful Tip
The maximum number of copies is not limited in the initial setting. You can limit the range from 1 to 99 in User's Choice. ☞*p. 4-20*

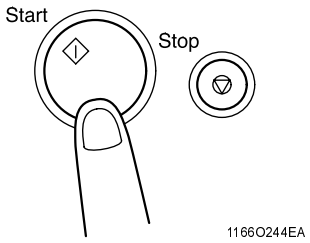
*If you have entered an incorrect number, press the C key, then enter the correct number.



9. Pressing the Start key.

When you press the Start key, the copier starts the copy cycle.

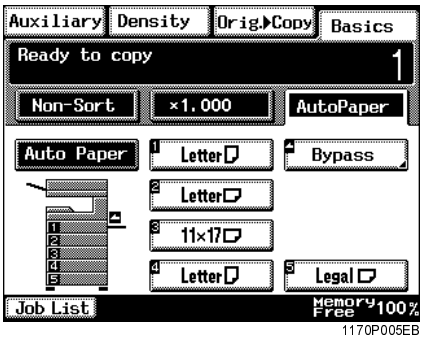
* To stop the copy cycle, press the Stop key.
"To Stop Printing" ☞p. 2-28



Useful Tip
The number of originals that can be scanned and stored in memory at one time is about 40 sheets of standard Letter paper. The addition of optional memory expands the maximum storage capacity to about 280 sheets.

2. Selecting the Paper

In the following pages, we explain how to select the copy paper.
Touch **Basics** and **Paper** to show a screen which allows you to select the copy paper.



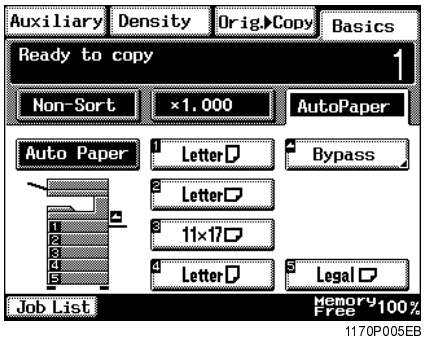
1170P005EB

Copy Paper Size

Auto Paper

In the Auto Paper mode, the copier automatically selects the paper of the optimum size according to the size of the original being used and zoom ratio selected for use.

1 Touch **Paper** on the Basics screen and then touch **Auto Paper** .



1170P005EB

Useful Tips

- *This mode is efficient when you want to make copies on paper of the same size as your originals automatically.*
- *Priority settings for the initial mode can be made using User's Choice.* ☞*p. 4-5*

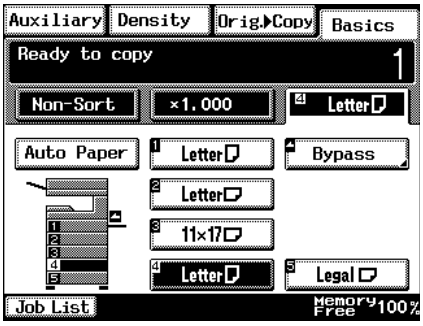
NOTES

- *The original sizes that can be detected in the Auto Paper Select Mode are 11”×17”L, LegalL, Letter. When making copies from originals other than the above, select the copy paper size.*
  To expand the range of detected paper sizes to A3L, B4L, FLS., A4, B5C, 5-1/2×8-1/2L by mounting an optional sensor, ask your Tech. Rep.
- *When using wrinkled or curled originals, the original size might not be detected correctly. So, select the copy paper size and do not use the Auto Paper Select Mode.*
- *When the document handler is used, the copier determines the copy paper size when the first original is taken up and fed in and uses that paper size for the subsequent originals (except in the Mixed Original Detection mode).*

Manual Selection

The copy paper size can be set manually according to your need.

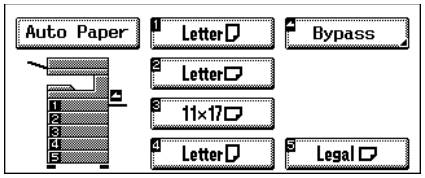
1 Touch **Paper** on the Basics screen and the Touch Panel shows which drawer holds which copy paper size.



1170P006EB

2 Touch the desired paper size key.

Useful Tip



1170P007EA

1 1st Drawer
2 2nd Drawer
3 3rd Drawer
4 4th Drawer
5 5th Drawer
Manual Bypass Tray

Auto Drawer Switching

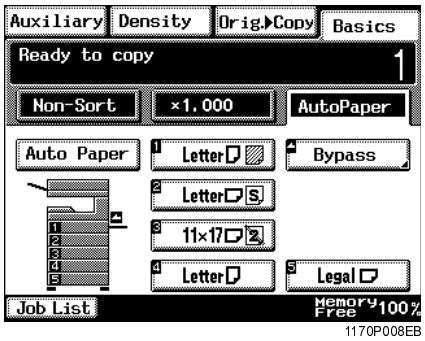
If the drawer currently selected for use runs out of paper and there is another drawer loaded with paper of the same size and in the same direction, the copier automatically selects that second drawer to continue copying.

Useful Tip

This feature is a great advantage when you need to make a large number of copies on the same size paper. For example, you can make up to 3,750 copies without interruption if an optional Paper Feed Unit (500-sheet fixed cassette) and an optional Large Capacity Cabinet are additionally fitted to the copier and they are loaded with paper of the same size and in the same direction.

Special Paper Setting

If the symbol S , 2 or ▨ appears on the paper select key on the Touch Panel, it means that particular drawer has been designated for special paper.



1170P008EB

The copier provides three different types of special paper setting, each having a specific purpose as detailed below. The setting can be made by using User's Choice. ☞p. 4-5

S : Recycled paper
This setting precludes the Auto Paper mode. You may be using both recycled as well as plain paper loaded in your copier. If, for example, you make this setting for the drawer loaded with recycled paper, the copier does not select that particular drawer in the Auto Drawer Switching mode. This allows you to make copies on plain paper first.

2 : Disabling 2-sided copying
This setting precludes 2-sided copying.
The copier does not select this drawer in the Auto Drawer Switching mode.

▨ : Exclusive paper
This setting precludes both Auto Paper mode and Auto Drawer Switching. Make this setting for the paper for cover/inserts (e.g., colored paper), preventing that paper from being used for other purposes.

Manual Bypass Copying

- Use the Manual Bypass to make copies on paper not loaded in any drawer, or to copy onto OHP transparencies, thick paper, or any other special paper.
- When using the Manual Bypass Tray, you can load only one sheet of copy paper at a time.

Copy Paper that Can be Used for Manual Bypass Tray

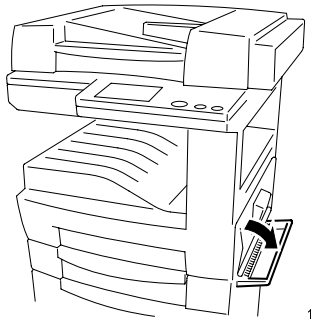
◆Types of Paper
- Plain paper (weighing 16 lbs. to 24 lbs.)
- Thick paper (weighing 24-1/4 lbs. to 41-3/4 lbs.)
- OHP transparencies, Labels

◆Paper Size
- Max. Size: 11-3/4” to 17”
- Minimum Size: 3-1/2” to 5-1/2”

Using the Manual Bypass Tray

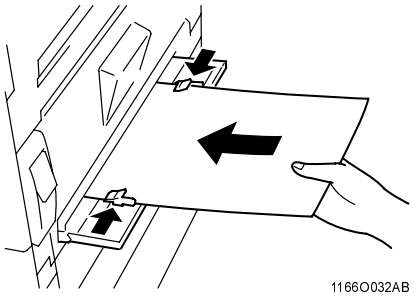
1 Place the original on the Original Glass and make the control panel settings.

2 Open the Manual Bypass Tray.



1166O193AA

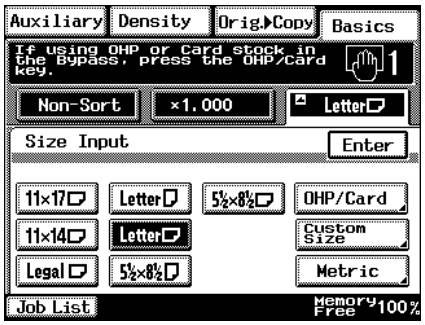
3 Slide the Paper Guides to the size of the copy paper and insert a sheet of paper.



1166O032AB

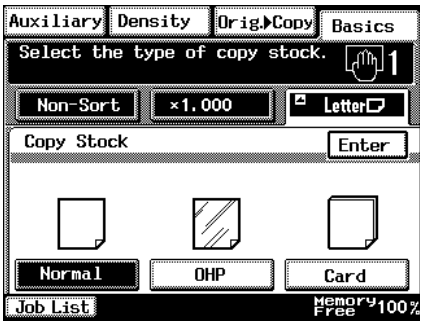
NOTES
- *Correct any curl if you are using thick paper.*
- *For making copies on thick paper, OHP transparencies or labels, the following functions cannot be used: 2-sided Copying, 2in1, 4in1, Book, Booklet Creation, Sort, Group, Staple, Hole Punch, Page Insertion, Cover, OHP Interleaving, Distribution, Separate Scan.* ☞*p. 7-10*
- *The paper will be copied on the side facing down.*

4 Select the desired copy paper size.



1170P009EC

5 Touch **OHP/Card** and select the type of paper.



1170P010EC

Useful Tip

When you use labels, touch **Card** .

6 Touch **Enter** .

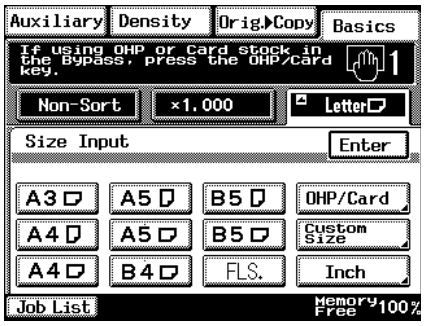
7 Press the Start key.

Useful Tip

The copier automatically starts the copy cycle when the paper is inserted into the Manual Bypass Tray after the first copy.

<Using Metric Size Paper>

When you want to use metric size paper, touch **Metric** on the screen given in step 4 and you have a screen that allows you to select a metric paper size.



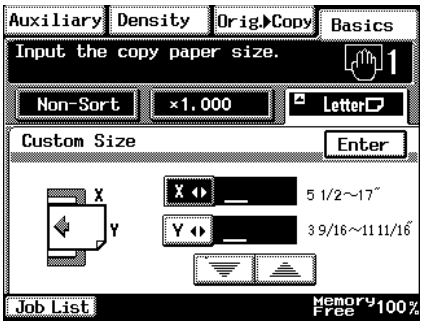
1170P012EC

Useful Tip

Touch **Metric** *and you have a screen that allows you to select a metric paper size.*

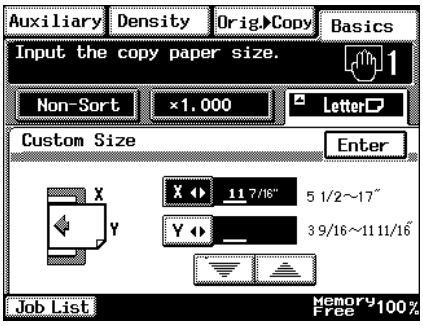
<Using Nonstandard Size Paper>

• When you use a nonstandard size paper, touch **Custom Size** on the screen given in step 4 and you have the following screen.



1170P013EC

• Touch ▼ or ▲ to set the whole number for X and touch the X key. The underline moves to the right. Then touch ▼ or ▲ to set the fractional number and touch the X key. Now the value for X has been fixed.



1170P014EC

• Do the same for Y .

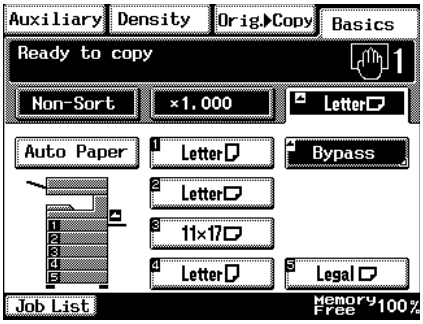
• Touch **Enter** .

NOTES

- *When the maximum size (17") is set for* X *, the maximum size that can be set for* Y *becomes 11".*
- *When the maximum size (11-3/4") is set for* Y *, the maximum size that can be set for* X *becomes 16-1/2".*

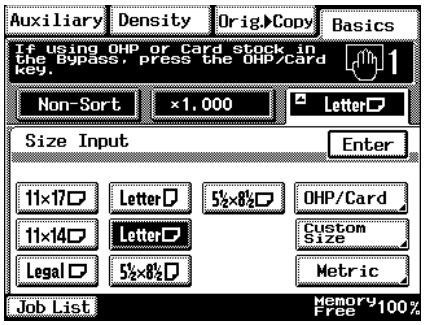
<Changing the Paper Size>

• Touch **Paper** and **Bypass** .



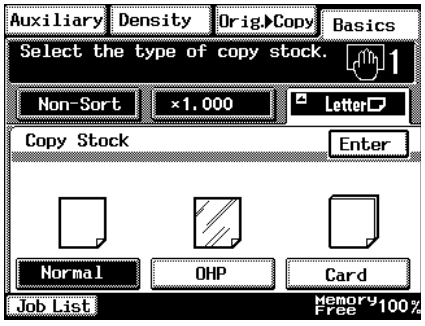
1170P011EB

• Select the desired copy paper size.



1170P009EC

• Touch **OHP/Card** and select the type of paper.



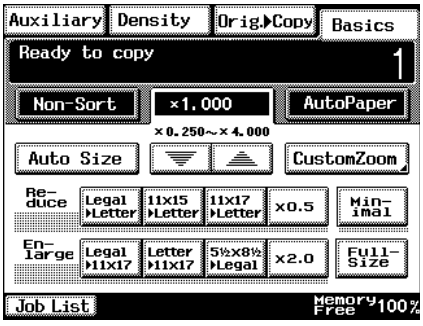
1170P010EC

• Touch **Enter** .

3. Selecting the Zoom

Zoom Ratio

In the following pages, we explain how to select the zoom ratio. When you touch **Zoom** on the Basics screen on the Touch Panel, a screen appears that allows you to set the zoom ratio. Set the zoom ratio according to your need.

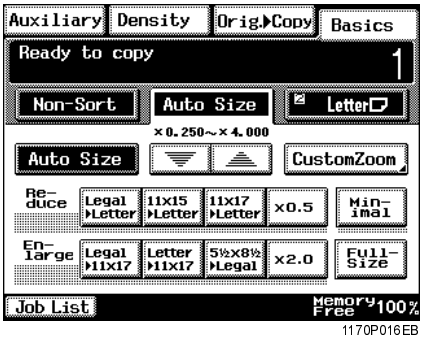


1170P015EB

Auto Size

In the Auto Size mode, the copier automatically selects the zoom ratio according to the size of the original being used and the copy paper size selected for use.

1 Touch **Auto Size** to set the copier into the Auto Size mode.



1170P016EB

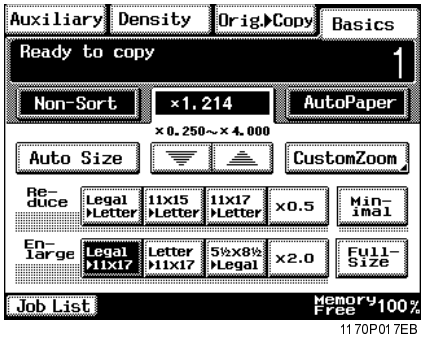
2 Select the paper size.
(Selecting the Paper ☞p. 3-4)

Useful Tips
- *This mode is very helpful for neat filing when you need to make copies from originals of assorted sizes.*
- *Priority settings for the initial mode can be made using User's Choice. ☞p. 4-5*

Selecting the Fixed Zoom

The copier provides most frequently used zoom ratios ready for immediate use.

1 Touch the appropriate original-to-copy-size representation key. You have four reduction and four enlargement ratios.



1170P017EB

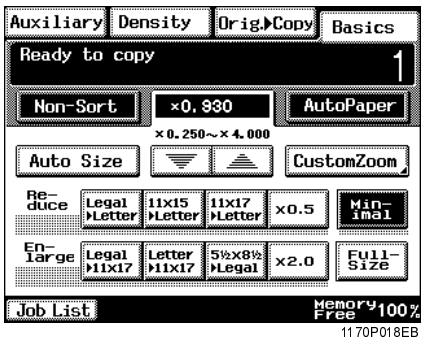
When you touch **Full Size**, full size (×1.000) is selected.

NOTE
When the document feeder is used, the copier determines the zoom ratio when the first original is taken up and fed in and uses that zoom ratio for the subsequent originals (except in the Mixed Original Detection mode.)

For a Slightly Smaller Image

This function lets you make a copy slightly reduced in image size from that of the original.

1 Touch **Minimal** and the reduced ratio is set.



1170P018EB

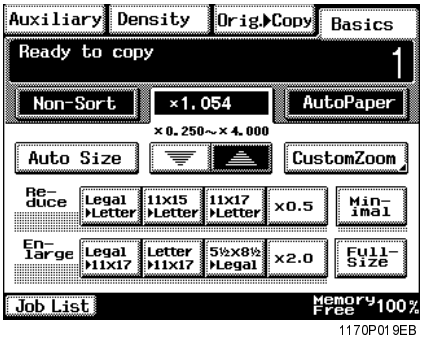
Useful Tip

A ratio of ×0.930 has been factory-programmed in Minimal, but that ratio can be changed as necessary. ☞p. 3-14

Using Zoom Up/Down Keys

Pressing the ▼ or ▲ key changes the zoom ratio in 0.001 increments. You can hold down the key to change the ratio quickly.

1 Hold down the ▼ or ▲ key until the desired zoom ratio is reached.



1170P019EB

Useful Tip

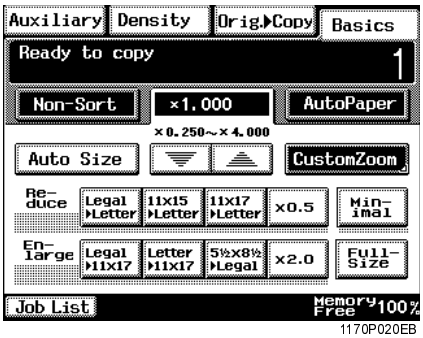
To save time, first select the fixed zoom ratio nearest to the target ratio before using the ▼ or ▲ key.

Using the 10-Key Pad

You may use the 10-Key Pad to directly enter the zoom ratio.

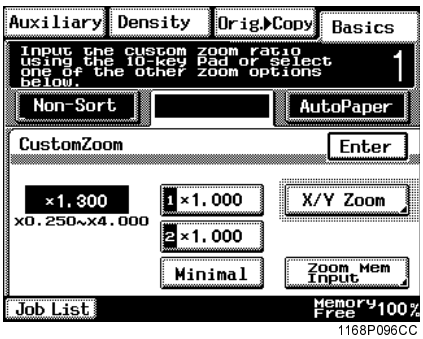
<Same ratio for X and Y>

1 Touch **Custom Zoom** .



1170P020EB

2 Enter the desired zoom ratio from the 10-Key Pad.



1168P096CC

Useful Tips

Example: ×1.300

Press 1, 3, 0, and 0, in that order.

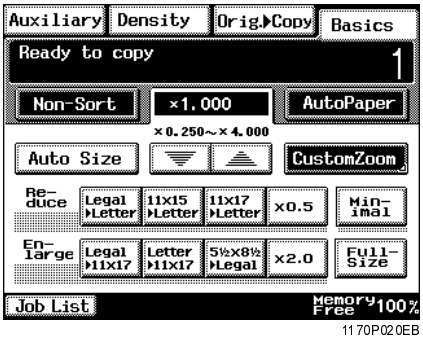
1149O160BA

- *To correct a ratio, press the C key and then enter the correct one again.*
- *The zoom ratio can be set within the range ×0.250 to ×4.000.*

3 Touch **Enter** .

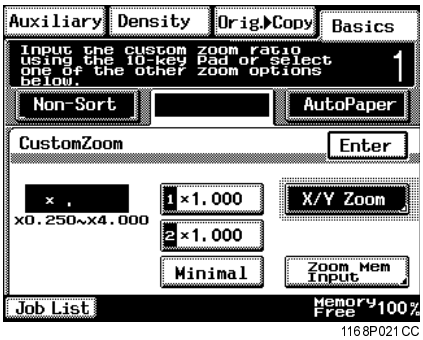
<Using the X / Y Zoom>

1 Touch **Custom Zoom** .



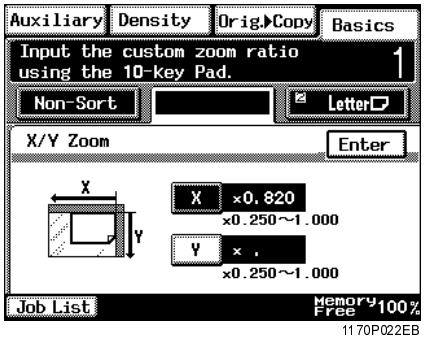
1170P020EB

2 Touch **X / Y Zoom** .



1168P021CC

3 Touch **X** and enter the zoom ratio from the 10-Key Pad. Then do **Y** .



1170P022EB

Useful Tip

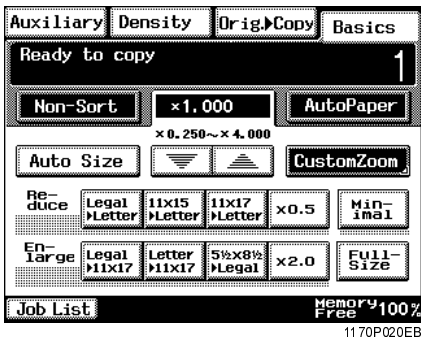
To correct a ratio, press the C key and then enter the correct one again.

4 Touch **Enter** .

Calling up a Ratio from Memory

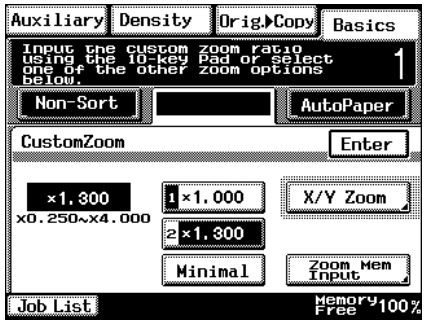
You can store some of the most frequently used zoom ratios in memory and recall them later as necessary.

1 Touch **Custom Zoom** .



1170P020EB

2 From among the two ratios previously stored in memory, select the desired one.



1168P023CC

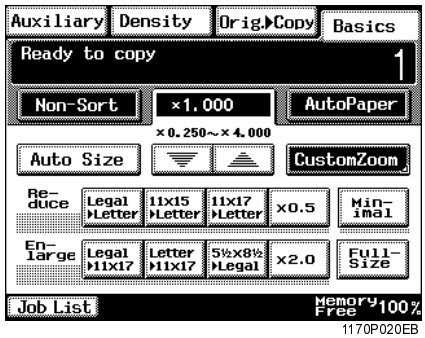
Useful Tip

It's a good idea for you to store frequently used zoom ratios in memory. ☞*p. 3-14*

3 Touch **Enter** .

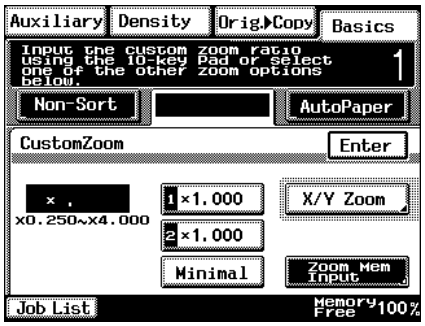
Storing a Ratio in Memory

1 Touch **Custom Zoom** .



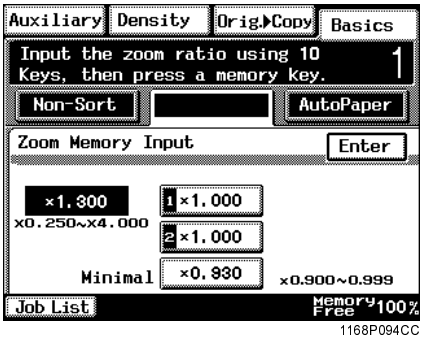
1170P020EB

2 Touch **Zoom Mem Input** .



1168P024CC

3 Enter the desired zoom ratio from the 10-Key Pad.



1168P094CC

Useful Tips

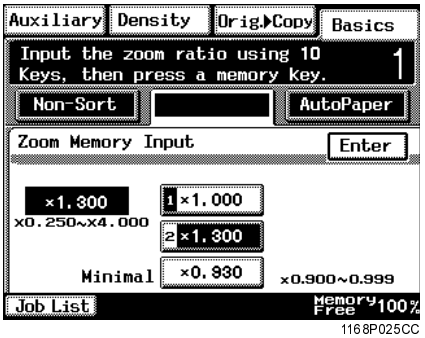
Example: ×1.300

Press 1, 3, 0, and 0, in that order.

1149O160BA

- *To correct a ratio, press the C key and then enter the correct one again.*
- *The zoom ratio can be set within the range ×0.250 to ×4.000 for memory location key 1 and 2. The minimal Zoom ratio can be set within the range ×0.900 to ×0.999.*

4 Touch memory location key 1 or 2 in which to store the set zoom ratio.



1168P025CC

* When the key is touched, the ratio is shown on the key, indicating that it has been stored in memory.

NOTE

When a new ratio is stored, the old one is erased.

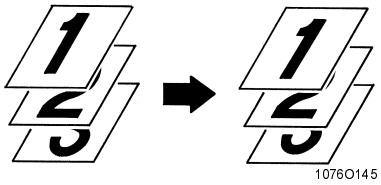
5 Touch **Enter** .

4. Selecting the Finishing

In the following, we explain about different finishing functions and setting procedures.
When **Finishing** is touched on the Touch Panel, a screen appears that allows you to set a particular finishing function.

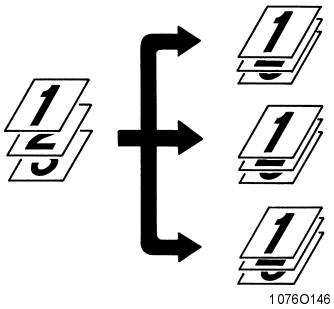
Finishing Functions

Non-Sort



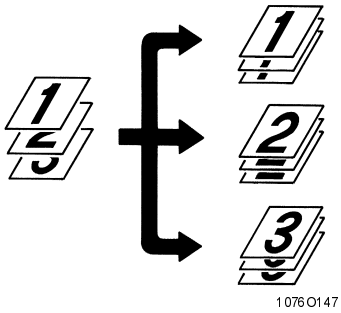
- All copies are fed out without being sorted.
  Touch **Non-Sort** .

Sort



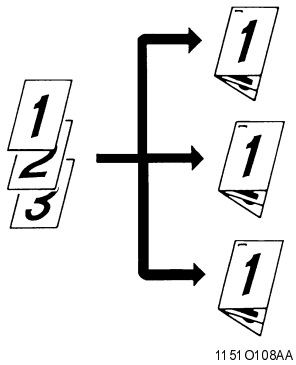
- This function is effective when making multiple copies from multiple originals. Copies are sorted into complete sets of the originals.
  Touch **Sort** .

Group



- The copies made from each single original are separated into groups. Each group contains the same number of copies.
  Touch **Group** .

Staple



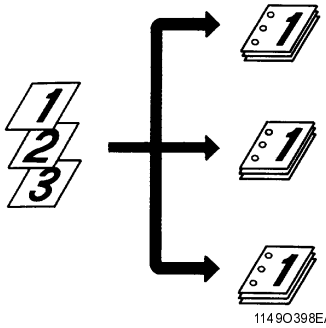
1151O108AA

<Only when the Finisher or Mailbin Finisher is mounted>

- This function is effective when making multiple copies from multiple originals. Copies are sorted or grouped into complete sets of the originals and then stapled.
  Touch **Staple** .

NOTE
Thick paper and OHP Transparencies cannot be used for making copies in Staple mode.

Hole Punch



1149O398EA

<Only when the Finisher or Mailbin Finisher is mounted>

- Holes are punched in the copy sets or stacks for filing. It can be combined with Non-Sort, Sort, Group or Staple.
  Touch **Hole Punch** .

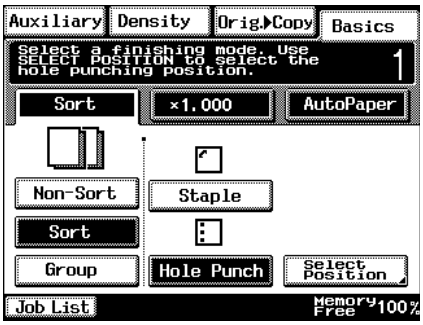
NOTE
Thick paper and OHP transparencies cannot be used for making copies in Punch mode.

Useful Tip
The copier has been factory-set to automatically select Non-Sort in the initial mode. Also, the copier automatically switches between Sort and Non-Sort depending on the number of originals loaded in the Document Feeder and the number of copies to be made. User's Choice can, however, be used to change these default settings. ☞*p. 4-7*

Selecting the Finishing Function

Sort/Group

1 Touch the desired finishing function key.



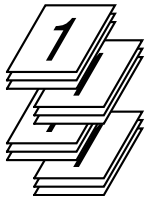
1170P028EB

NOTES

- *When either the Shift Tray, Finisher or Mailbin Finisher is mounted, copies are fed out in a sawtooth manner in Sort or Group mode. When the Job Tray is mounted, or the Shift Tray, Finisher or Mailbin Finisher are not mounted, copies are fed out in a crisscross manner in Sort or Group mode.*
- *Crisscross sorting is possible only when all of the following conditions are met:*
  - *The copier is loaded with paper of the same size, but in two different directions.*
  - *Mixed Original Detection is turned OFF and Auto Paper is selected.*
  - *None of the Page Insertion, and Cover functions are set.*
  - *When the original is placed on the glass and the paper size is not selected.*

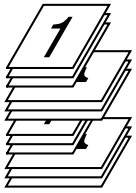
Useful Tips

- *Shift Sorting*
  The sorted copy sets are stacked in the same direction, but in a sawtooth manner by shifting the tray to the front or rear for each set.



1166O033AB

- *Crisscross Sorting*
  The sorted copy sets are stacked in a crisscross manner, one set stacked lengthwise on top of another set stacked crosswise.



1166O034AB

- *Shift Grouping*
  The sorted copy stacks are stacked in the same direction, but in a sawtooth manner by shifting the tray to the front or rear for each stack.

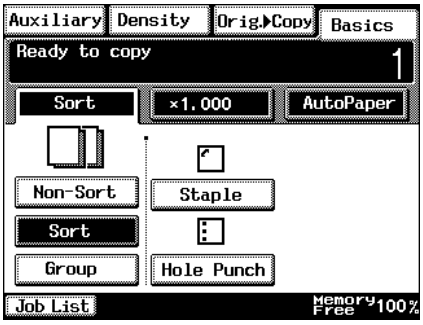
1166O035AB

- *Crisscross Grouping*
  The sorted copy stacks are stacked in a crisscross manner, one stack stacked lengthwise on top of another stack stacked crosswise.

1166O036AB

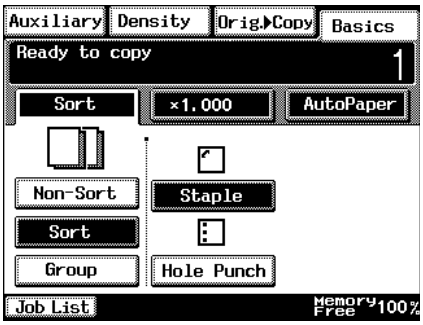
Staple

1 Touch the desired finishing function key.



1170P026EB

2 Touch **Staple** .



1170P027EB

NOTES

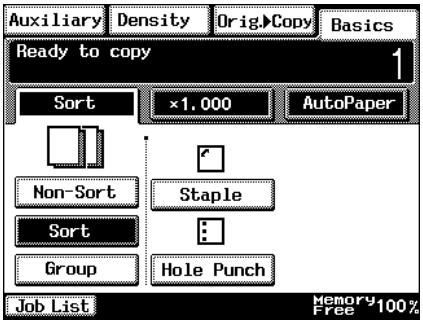
- *Stapling is not possible in the Interrupt mode.*
- *No Stapling takes place in Non-Sort mode.*
- *Note the correct direction of the originals when making copies in the Staple Mode.* ☞*p. 3-21*
- *If a stapling sequence is attempted and the number of sheets is greater than the stapling capacity. Stapling is automatically canceled.*

Useful Tip

Paper size : LetterL and LetterC
Number of sheets : 2 to 50
Kinds of Paper: Plain paper, Recycled paper

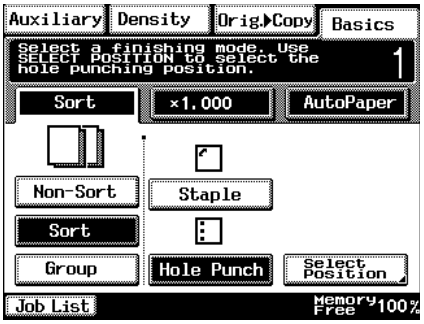
Hole Punch

1 Touch the desired finishing function key.



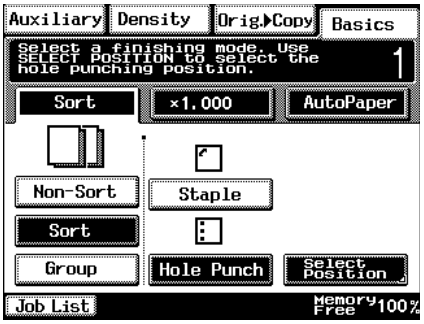
1170P026EB

2 Touch **Hole Punch** .



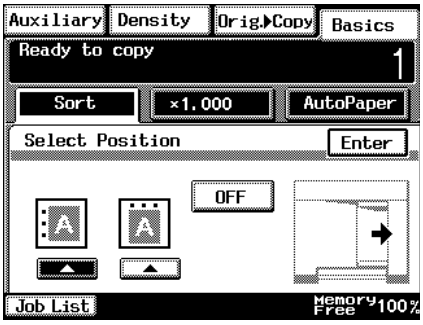
1170P028EB

3 Touch **Select Position** .



1170P029EB

4 Touch the desired hole-punching position.



1170P030EB

Useful Tip

If you do not select a hole-punching position, the copier automatically sets the Hole-Punch position according to the original feeding direction.

5 Touch **Enter** .

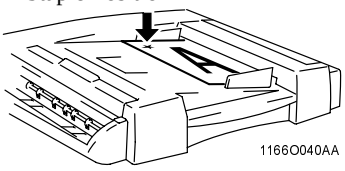
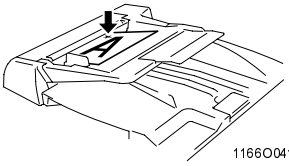
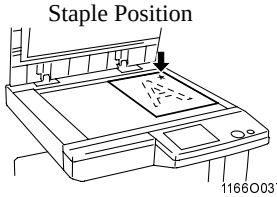
NOTES

- *Good copy paper sizes for Hole Punch are 11”×17”L and LetterC.*
- *Hole Punch is not possible in the Interrupt mode.*
- *When making copies in the Hole Punch Mode, note the correct direction of the originals.*
  ☞ *p. 3-21*

Loading the Originals

Staple

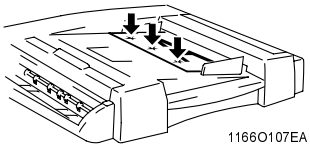
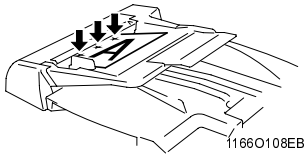
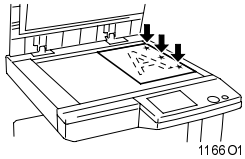
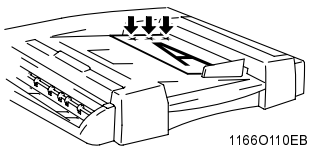
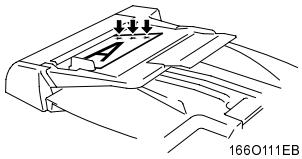
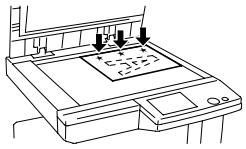
Note the correct direction of the originals if the copies are to be stapled in Staple Mode.

Duplexing Document Feeder	Automatic Document Feeder	Original Glass
Staple Position  1166O040AA	Staple Position  1166O041AB	Staple Position  1166O037AB

Useful Tip
Refer to the instruction labels on the machine or the Document Feeder.

Hole Punch

Note the correct direction of the originals if the copies are to be punched using Hole Punch.

Panel	Duplexing Document Feeder	Automatic Document Feeder	Original Glass
1170P097EA	Punched Hole Position  1166O107EA	Punched Hole Position  1166O108EB	Punched Hole Position  1166O109EB
1170P098EA	Punched Hole Position  1166O110EB	Punched Hole Position  166O111EB	Punched Hole Position  1166O112EB

Note on Stapling

When copies are made using the stapling function, the stapled copy sets may not be neatly stacked on the tray or may even fall off the tray unless certain conditions are met regarding the number of copies to be stapled and the number of copy sets to be made. Use the following table as a guide when making copies.

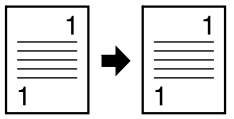
	Copy Set Capacity	
No. of Copies Stapled	When Finisher is Mounted	When Mailbin Finisher is Mounted
2 copies	200 sets	200 sets
3 to 5 copies	150 sets	150 sets
6 to 10 copies	100 sets	100 sets
11 to 20 copies	70 sets	50 sets
21 to 30 copies	53 sets	33 sets
31 to 40 copies	45 sets	25 sets
41 to 50 copies	40 sets	20 sets

5. Selecting the Original ▶ Copy Type

In the following pages, we shall look at how to make the settings for the type of copy you want to make from the type of original you have. When you touch **Orig. ▶ Copy** on the Touch Panel, a screen appears that allows you to set the orig. ▶ copy type.

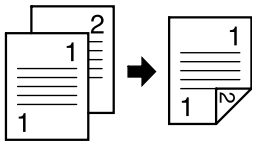
Original ▶ Copy Types

Select 1 ▶ 1 to make 1-sided copies from 1-sided originals.



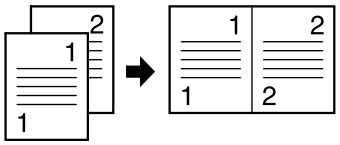
1166O049AA

<With Duplex Unit>
Select 1 ▶ 2 to make 2-sided copies from 1-sided originals.



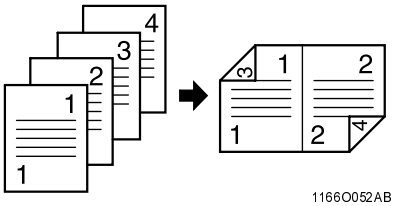
1166O050AA

<With Document Feeder>
Select 1 ▶ 1 [2in1] <accessed via 2in1>
to make a 1-sided copy, through reduction, from two 1-sided originals side-by-side.



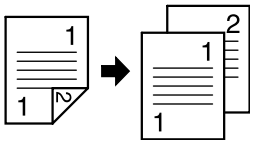
1166O051AA

<With Document Feeder and Duplex Unit>
Select 1 ▶ 2 [2in1] <accessed via Booklet>
to make a 2-sided copy, through reduction, from four 1-sided originals. Each pair of originals will be placed side-by-side on either side of the copy.



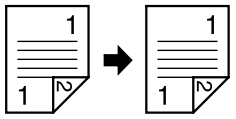
1166O052AB

<With Document Feeder>
Select 2 ▶ 1 to make 1-sided copies from 2-sided originals.



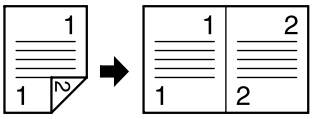
1166O053AA

<With Document Feeder and Duplex Unit>
Select 2 ▶ 2 to make 2-sided copies from 2-sided originals.



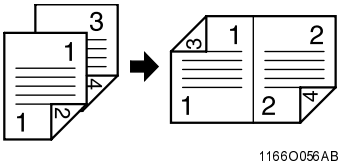
1166O054AA

<With Document Feeder>
Select 2 ▶ 1 [2in1] <accessed via 2in1>
to make a 1-sided side-by-side copy, by reduction, from a 2-sided original.



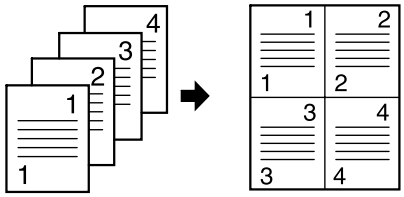
1166O055AA

<With Document Feeder and Duplex Unit>
Select 2 ▶ 2 [2in1] <accessed via Booklet>
to make a 2-sided side-by-side copy, by reduction, from 2-sided originals.

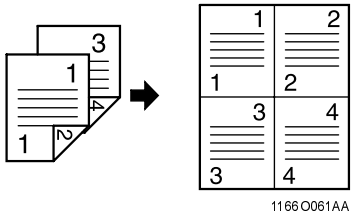


1166O056AB

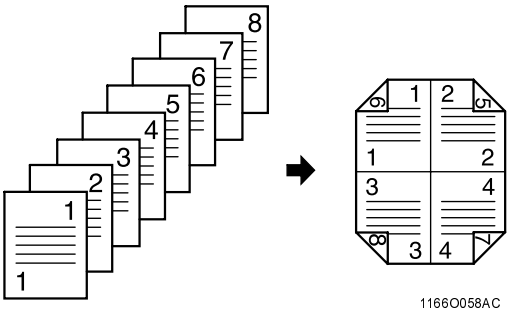
<With Document Feeder>
Select 1 ▶ 1 [4in1] <accessed via Booklet>
to copy 4 different 1-sided originals onto one side of a single sheet of paper.



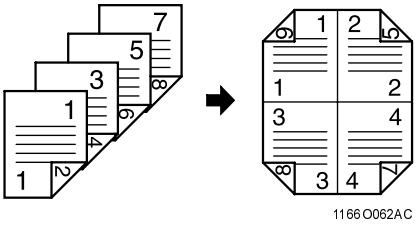
<Only for Di350 with Document Feeder>
Select 2 ▶ 1 [4in1] <accessed via Booklet>
to copy 2 different 2-sided originals (4 pages) onto one side of a single sheet of paper.



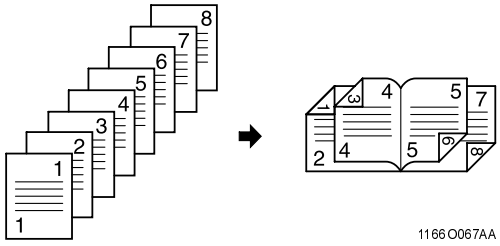
<Only for Di350 with Document Feeder>
Select 1 ▶ 2 [4in1] <accessed via Booklet>
to copy 8 different 1-sided originals onto both sides of a single sheet of paper, each side containing 4 pages of the originals.



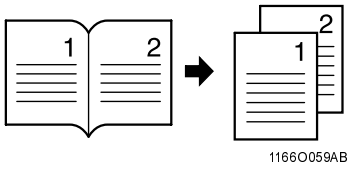
<Only for Di350 with Document Feeder>
Select 2 ▶ 2 [4in1] <accessed via Booklet>
to copy 4 different 2-sided originals (8 pages) onto both sides of a single sheet of paper, each side containing 4 pages of the originals.



<With Document Feeder and Duplex Unit>
Select 1 ▶ Booklet Creation <accessed via Booklet>
to copy 4 different 1-sided originals onto both sides of a single sheet of paper. The pages will be in correct order when the page is folded in half.

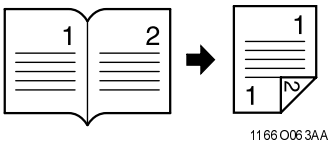


Select Book/Separation ▶ 1 <accessed via Book> to make 1-sided page-by-page copies of an open book.



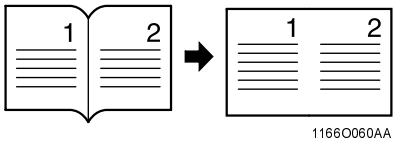
1166O059AB

<With Duplex Unit>
Select Book/Separation ▶ 2 <accessed via Book> to make a 2-sided copy of an open book. Each page of the open book will be copied onto one side of the copy.



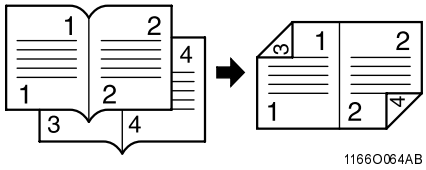
1166O063AA

Select Book/Spreadsheet ▶ 1 <accessed via Book> to make a 1-sided copy from an open book.



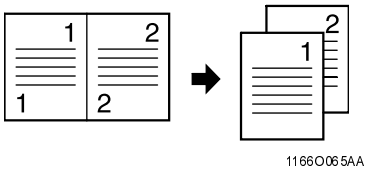
1166O060AA

<With Duplex Unit>
Select Book/Spreadsheet ▶ 2 <accessed via Book> to make a 2-sided copy from an open book with the pages in proper sequence.



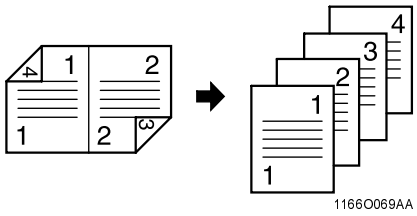
1166O064AB

<With Duplexing Document Feeder>
Select 1 [2in1] ▶ 1 <accessed via Book> to make 1-sided page-by-page copies of a 1-sided original which is the result of 2-in-1 copying.



1166O065AA

<With Duplexing Document Feeder>
Select 2 [2in1] ▶ 1 <accessed via Book> to make 1-sided page-by-page copies of a 2-sided original which is the result of 2-in-1 copying.



1166O069AA

Precaution for 2-sided Original

• When making copies from 2-sided originals with the Automatic Document Feeder, scan the first side of the original stack, then turn the stack over (from left to right) and load the stack into the tray to copy the other side.

Precaution for 2-in-1 Original

• When 2-in-1 Original is selected, the copier automatically selects a default zoom ratio. However, you can choose another zoom ratio by changing the User's Choice setting. ☞p. 4-5

Precautions for 2-in-1, 4-in-1, and Booklet Copying

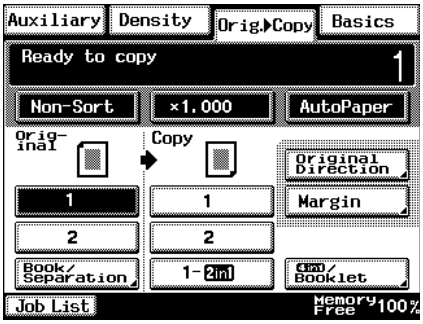
• When the 2-in-1, 4-in-1 or Booklet function is selected, the copier automatically selects a default zoom ratio. However, you can choose another zoom ratio by changing the User's Choice setting. ☞p. 4-5
• User's Choice also allows you to program a specific page order for 4-in-1. ☞p. 4-6

Selecting the Original ▶ Copy Type

Using 1 or 2 Originals

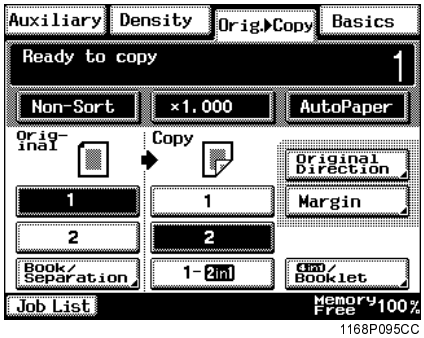
1 Load the Originals.

2 Select the Original Type.



1168P031CC

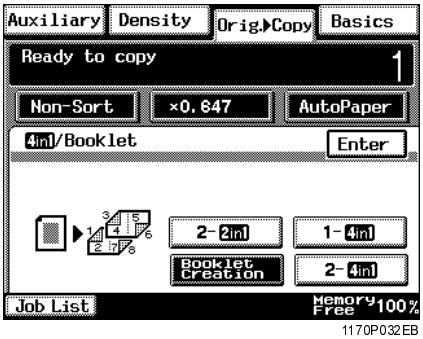
3 Select the desired copy type.



1168P095CC

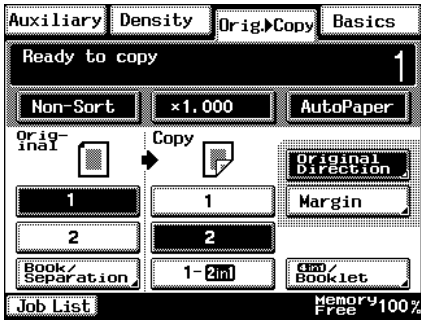
<To make a 2 [2in1], Booklet, 1[4in1] or 2 [4in1] copy>

- Touch **4in1 / Booklet** in step 3.
- Select the desired copy type and touch **Enter** .



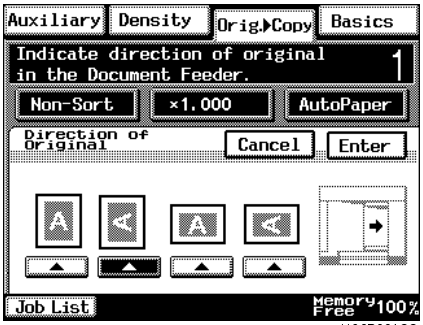
1170P032EB

4 Touch **Original Direction** .



1168P033CC

5 Select the position of the original.

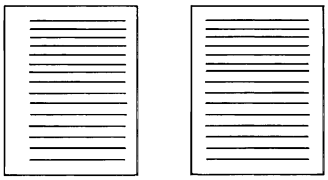


1168P034CC

6 Touch **Enter** .

Margin key for the original:
When you're going to make copies using 1 ▶ 2 or 2 ▶ 1, first check to see if your original has a file margin in it. The copier can correct the margin position to make good copies as long as you instruct it properly.

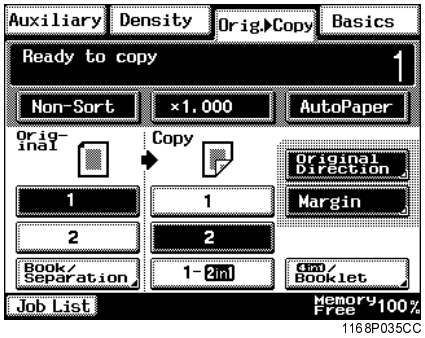
Original with a File Margin | Original with no File Margin



1152O044AA

If your original has a file margin

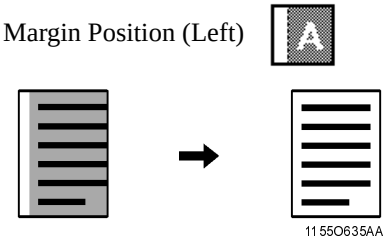
1 Touch **Margin** .



1168P035CC

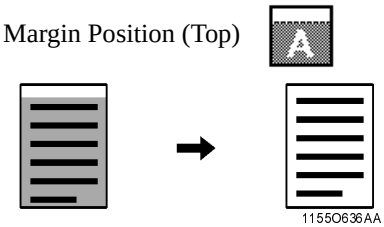
2 Select the desired margin position.
You have a choice of the following two Margin Positions.

• Margin Position (Left)



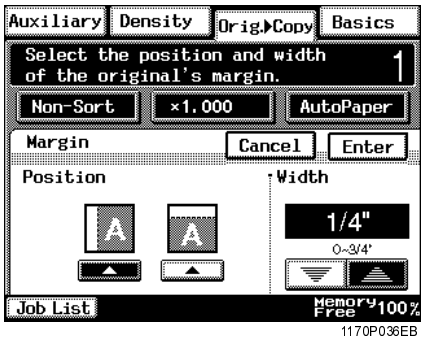
1155O635AA

• Margin Position (Top)



1155O636AA

3 Hold down the ▼ or ▲ key until the desired margin width is reached.

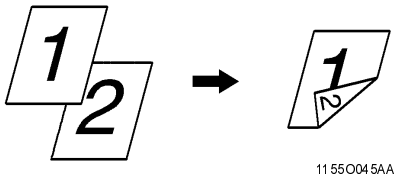


1170P036EB

Useful Tip
You can change the margin width in 1/16" increments within the range 0 ~ 3/4".

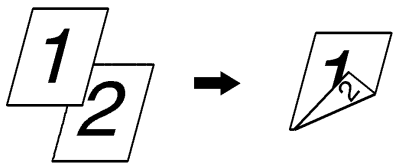
4 Touch **Enter** .

Useful Tips
- *If the margin position is set to Left, the image on both the front and back sides of the copy has the same orientation as that on the original.*



1155O045AA

- *If the margin position is set to Top, the image on the 2nd side of the copy is inverted to that on the 1st side.*



1155O046AA

If your original has no file margin

It's not necessary to correct the margin position and width if your original has no file margin.

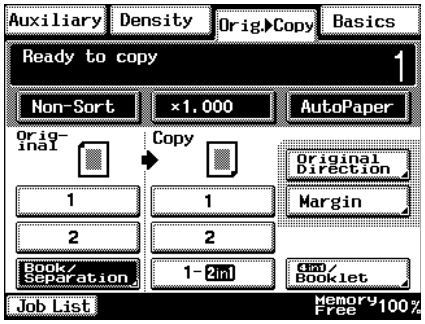
Book

1 Position the book on the glass.

2 Select the Original Type.

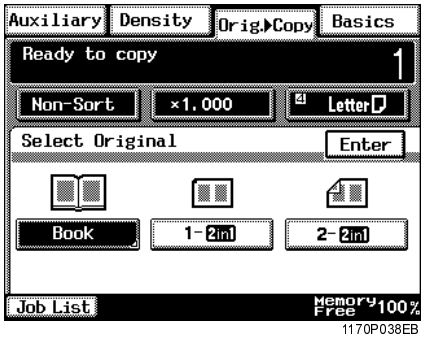
<With Duplexing Document Feeder>

• Touch **Book/Separation** .



1168P037CC

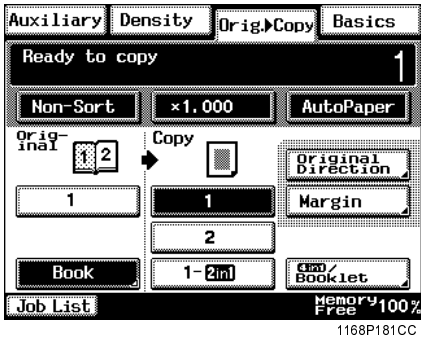
• Touch **Book** .



1170P038EB

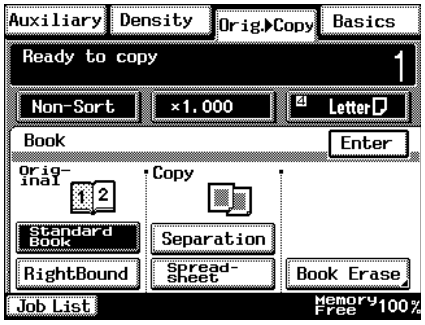
<Without Duplexing Document Feeder>

• Touch **Book** .



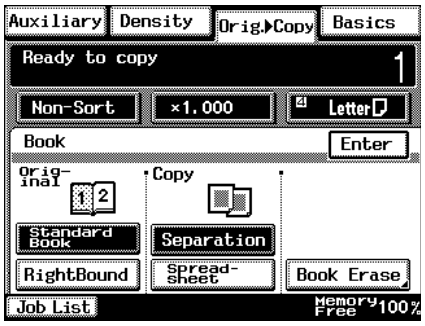
1168P181CC

3 Touch **Standard Book** or **Right Bound** .



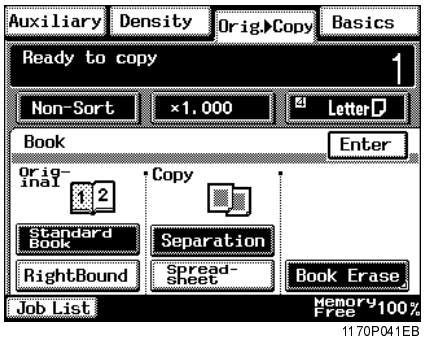
1170P039EB

4 Touch **Separation** or **Spreadsheet** .



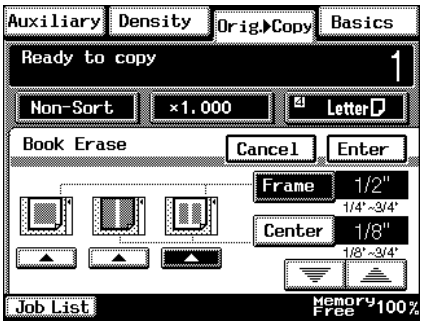
1170P040EB

5 If you want to erase the four edges or center, touch **Book Erase** .



1170P041EB

6 Select the particular erase function ("Book Erase").



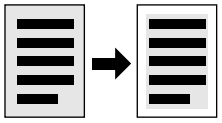
1170P042EB

Useful Tips

You have a choice of the following three erase functions.

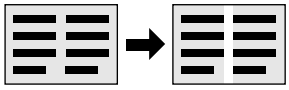
• Frame Erase

Erase a given width along the four edges.


1149O055AA

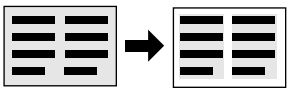
• Center Erase

Erase a given width down the center.

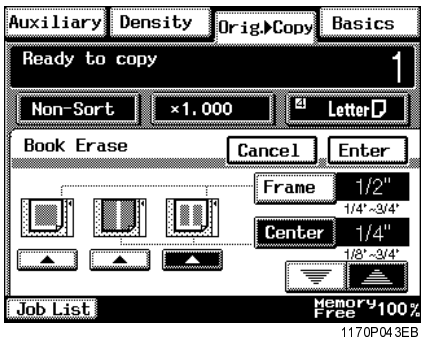

1149O057AA

• Frame + Center Erase

Erase a given width along the four edges and down the center.


1149O058AA

7 Touch **Frame** or **Center** , then hold down the ▼ or ▲ key until the desired erase width is reached. Then, touch **Enter** .



1170P043EB

Useful Tip

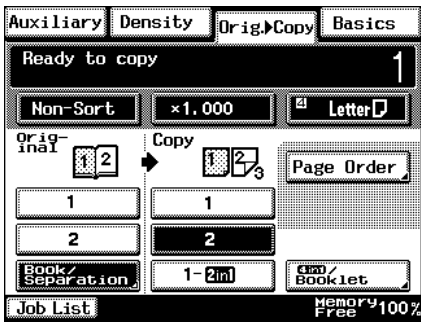
You can change the erase width in 1/16" increments within the following range:

• Frame: 1/4" to 3/4"

• Center: 1/8" to 3/4"

8 Touch **Enter** .

9 Select the desired copy type.



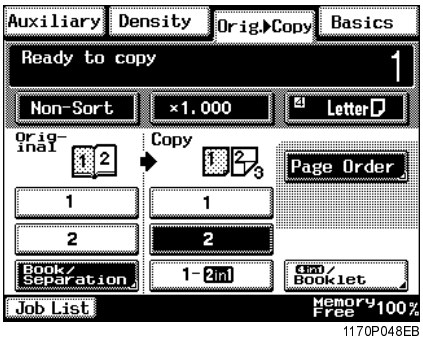
1170P044EB

NOTE

2-in-1, 4-in-1 and Booklet Creation copying are not available for book copying.

<To copy using Separation and 2-sided>

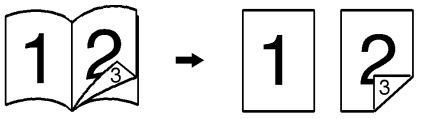
• Touch **Page Order** .



1170P048EB

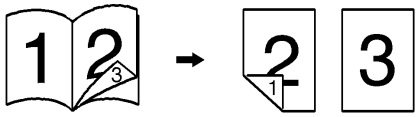
You have a choice of the following two page arrangements.

Book Order



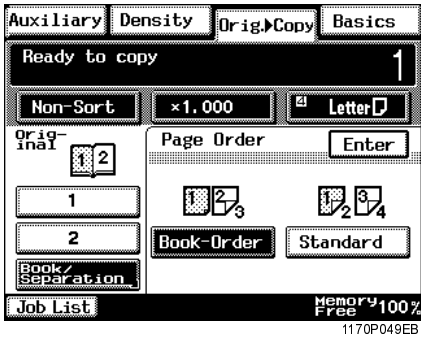
1155O637AA

Standard



1155O638AA

• Select the desired page arrangement.



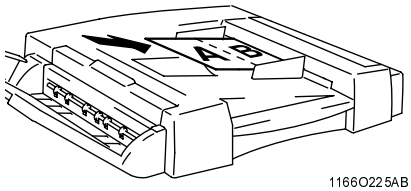
1170P049EB

• Touch **Enter** .

2-in-1 Original Separation

<To separate a 1-sided 2-in-1 original>

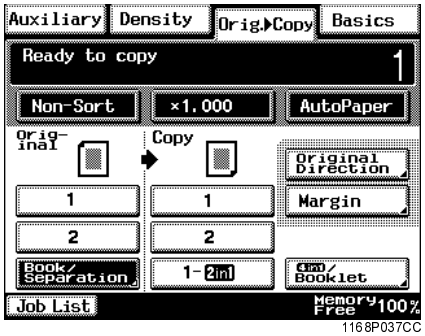
1 Load the Originals.



1166O225AB

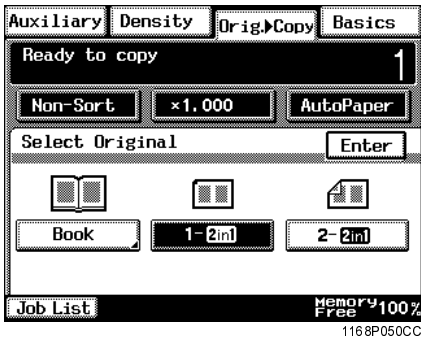
NOTE
Make sure to set the originals lengthwise.

2 Touch **Book/Separation** .



1168P037CC

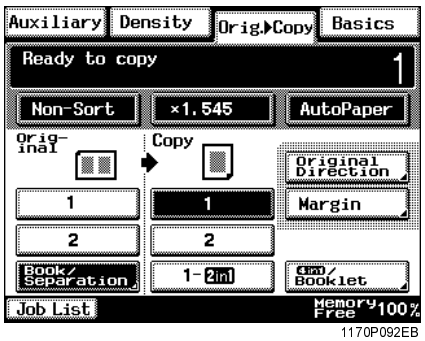
3 Select the Original Type.



1168P050CC

4 Touch **Enter** .

5 Select the 1-sided copy type.



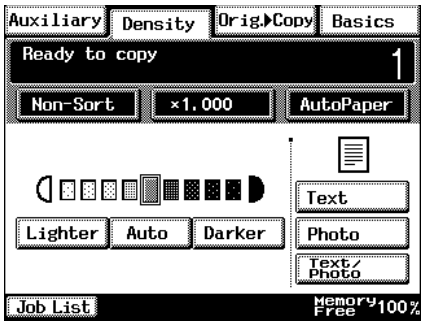
1170P092EB

NOTES
- *2-sided copy, 2-in-1, 4-in-1 and Booklet Creation are not available for copying.*
- *Original Direction and Margin settings are not available for 2-in-1 Original.*

6. Selecting the Density

Image Density

In the following pages, we explain how to set the exposure level for the image density.
When you touch **Density** on the Touch Panel, a screen appears that allows you to set the exposure level for the image density.

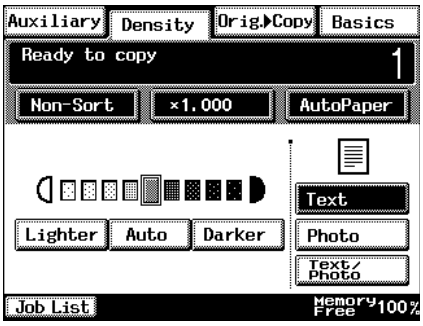


1168P003CC

To achieve the best possible results with your copy, it is a good idea to select the method for regulating the exposure level according to the original image type as described below.

Text : Select when scanning text originals. Each character on the original is printed with clear-cut edges through outline emphasis.
Photo : Select when scanning photo originals. The copier scans the images through multiple gradation levels and renders a faithful reproduction of the photos.
Text/Photo : Select when scanning originals containing both text and photos. The copier scans the images through halftones and renders a faithful reproduction of text and photos.

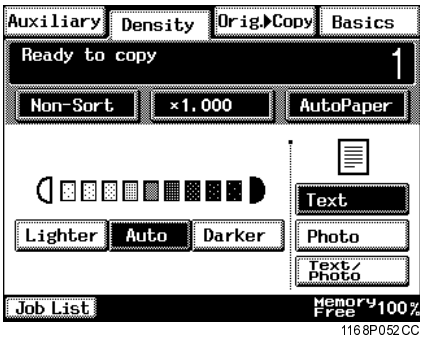
1 Select the appropriate mode according to your particular needs.



1168P051CC

NOTE
Use Manual Exposure when making copies in the Photo Mode.

2 Select the exposure level.
<Auto Exposure>
The copier automatically adjusts the exposure level for the optimum copy image density.
• Touch **Auto** .
The **Auto** key is highlighted, indicating that the copier is set into the Auto Exposure mode.

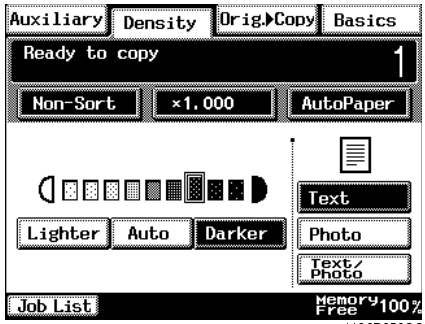


1168P052CC

NOTE
If Auto Exposure is set when making copies in Photo Mode, the copier automatically switches the mode to Text Mode.

Useful Tips
- *The exposure level in the Auto Exposure mode can be made either "Darker" or "Lighter" by using User's Choice.* ☞*p. 4-6*
- *The copier has been factory-set to automatically select the Auto Exposure mode. User's Choice can be used to change this default setting to the Manual Exposure mode.* ☞*p. 4-6*

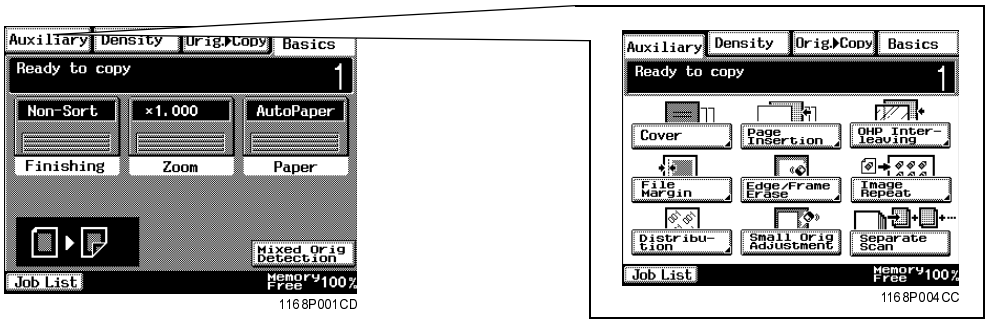
<Manual Exposure>
You can vary the exposure level in nine steps.
- Touch **Lighter** or **Darker** as necessary.



Useful Tips
- *To make the image darker, touch* **Darker** .
- *To make the image lighter, touch* **Lighter** .

7. Auxiliary Functions

These pages explain about convenient functions offered as the Auxiliary functions and how to set these features. When the **Auxiliary** key on the Touch Panel is touched, the Auxiliary function menu screen appears.

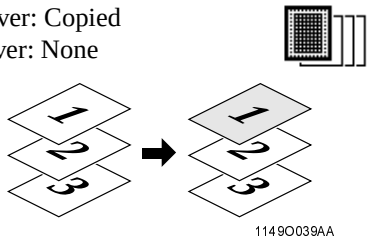


Cover

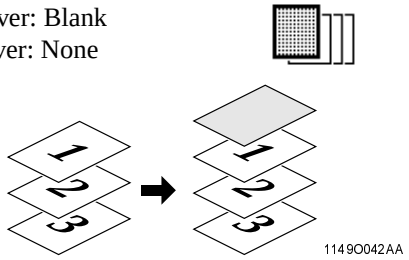
<Only when a Document Feeder is mounted>
The Cover mode lets you make a front cover or a front and back cover for a copy set by copying the first page or the first and last page of an original set on different paper from the normal copy paper, such as color paper. There are six different Cover functions available. Select the appropriate one according to your need.

Functions

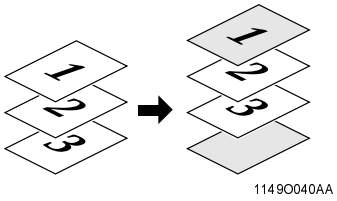
Front Cover: Copied
Back Cover: None



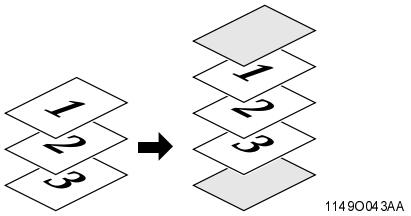
Front Cover: Blank
Back Cover: None



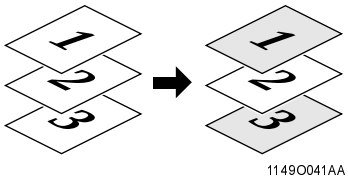
Front Cover: Copied
Back Cover: Blank



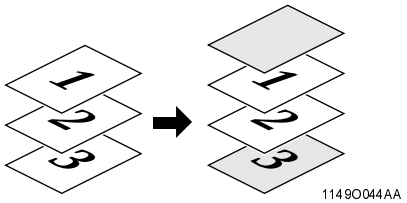
Front Cover: Blank
Back Cover: Blank



Front Cover: Copied
Back Cover: Copied



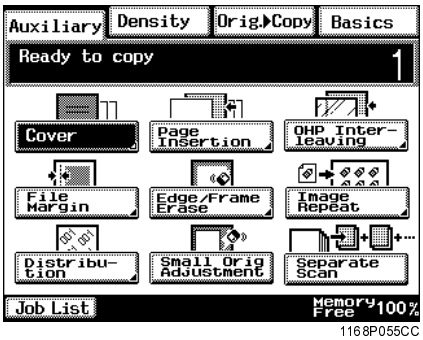
Front Cover: Blank
Back Cover: Copied



Using the Cover Mode

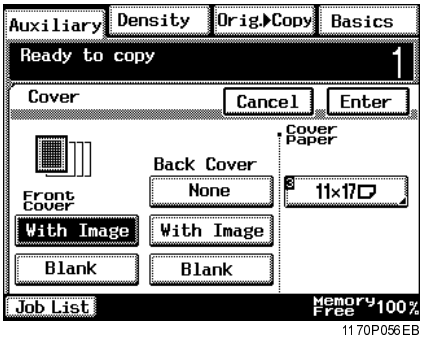
1 Load your originals into the document feeder.

2 Touch **Cover** .



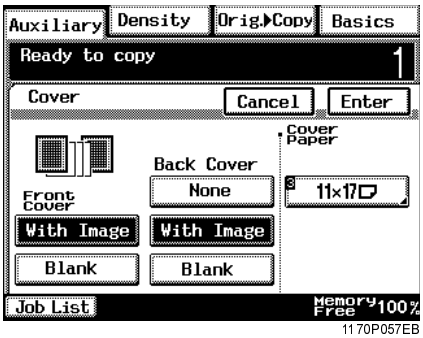
1168P055CC

3 Select the key for the front cover.



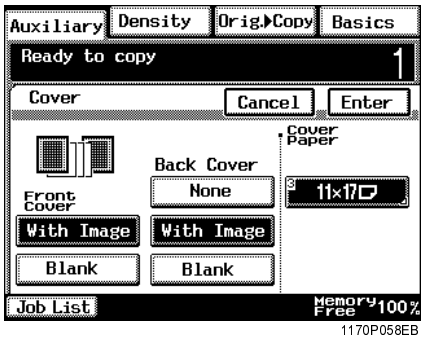
1170P056EB

4 Select the key for the back cover.



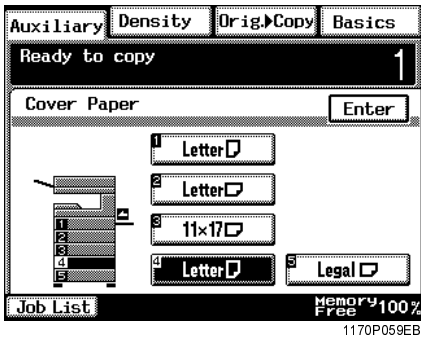
1170P057EB

5 Touch the key for Cover Paper.



1170P058EB

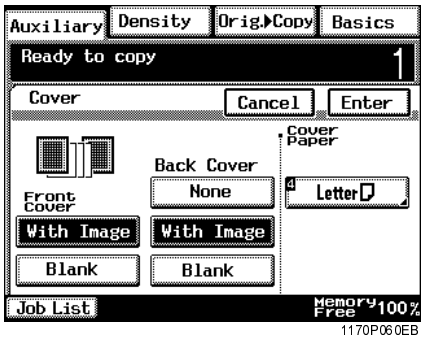
6 Select the drawer in which paper for the cover has been loaded.



1170P059EB

NOTE
Be sure to load the special cover paper in advance.

7 Touch **Enter** .



1170P060EB

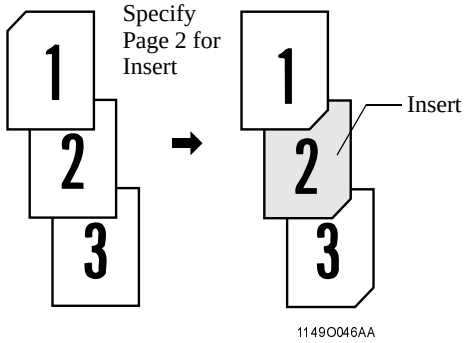
Useful Tip
Touch **Cancel** *to cancel the settings made and return to the initial Auxiliary screen.*

Page Insertion

<Only for Di350 with a Duplexing Document Feeder>
Page Insertion allows you to insert a special sheet of paper (e.g., color paper) into the copy set. Two different functions are available. Select the appropriate one according to your need.

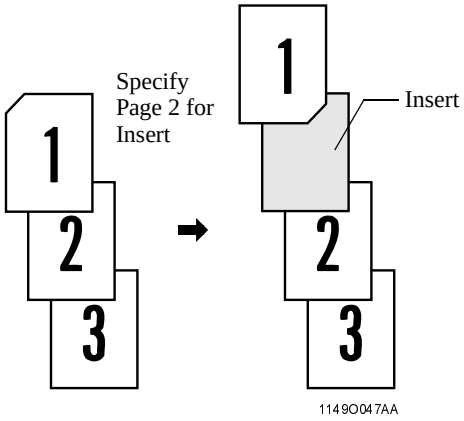
Functions

Page Insertion <Copied Inserts>



The copier copies the page, which is specified for an insert, on paper for inserts (e.g., color paper).

Page Insertion <Non-Copied Inserts>



The copier inserts a blank sheet of paper for inserts (e.g., color paper) at any specified place between pages.

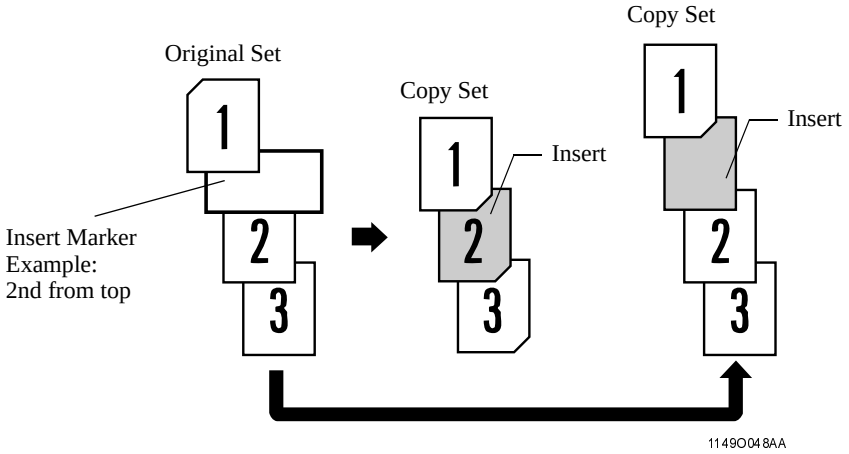
Specifying the Place for an Insert

In the Page Insertion mode, you must specify where to place an insert by using Automatic Detection.

Automatic Detection

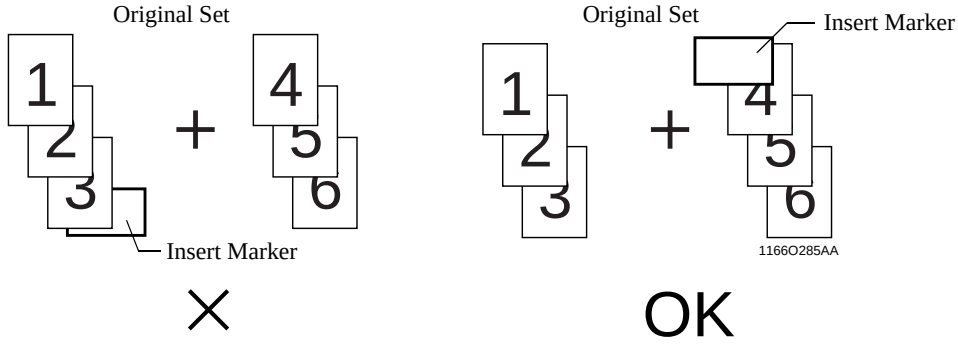
Put a sheet of paper of a different size from the originals at your desired places in the original set (for convenience, let us call this paper the insert marker), load the original set onto the duplexing document feeder and let the copier start the original count sequence. ☞p. 3-38

<The copier automatically detects and sets the places for inserts.>



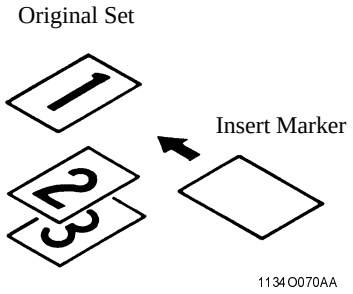
NOTE

- *This mode cannot be selected with Mixed. Orig. Detection.*
- *When using Page Insertion in combination with Separate Scan, make sure that the insert marker is not placed at the end of one part of the document for Separate Scan.*

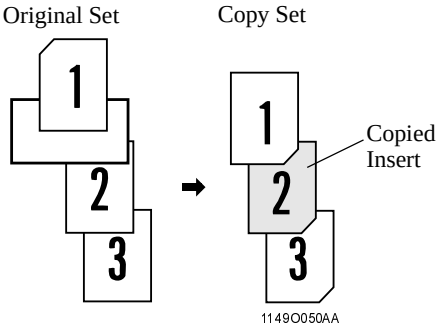


Using Page Insertion

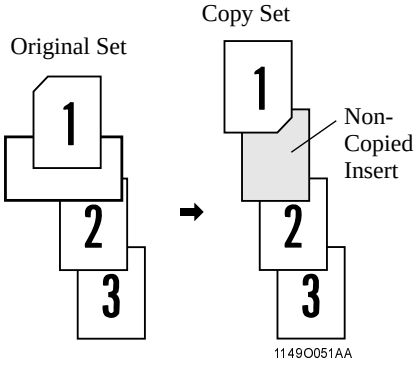
1 Put an insert marker into the desired place in the original set.



Example 1: To place a copied insert at the 2nd position from top.

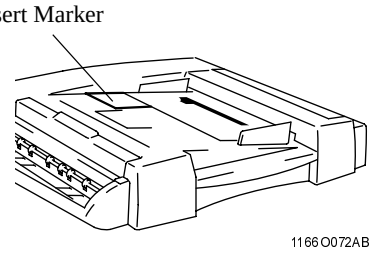


Example 2: To place a non-copied insert between pages 1 and 2.

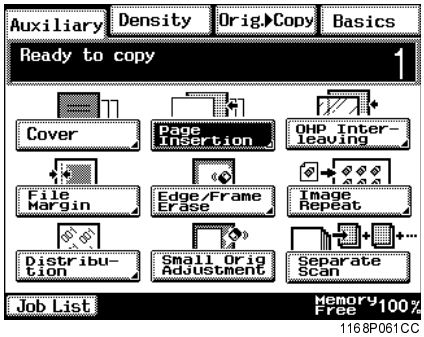


NOTE
For the insert marker, use paper that is a size, or loaded in a direction, different from the originals.

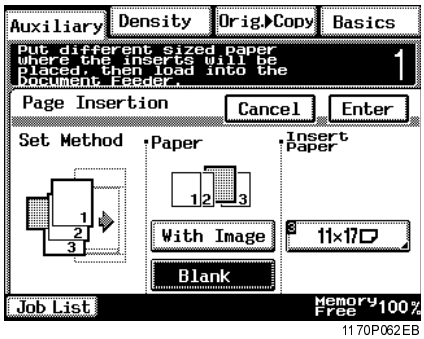
2 Load the original set containing insert markers into the duplexing document feeder.



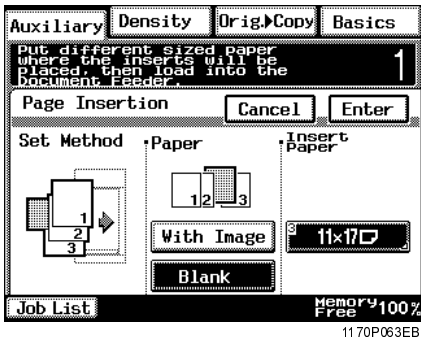
3 Touch **Page Insertion** .



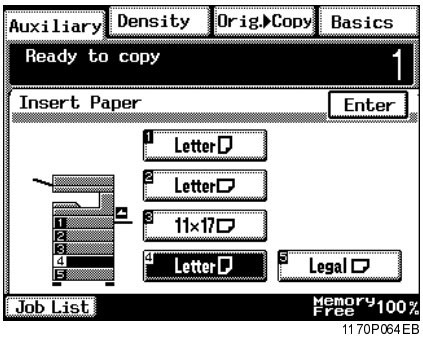
4 Touch the appropriate key for Paper to select whether to copy onto inserts (With Image) or not (Blank).



5 Touch the paper size key for Insert Paper.

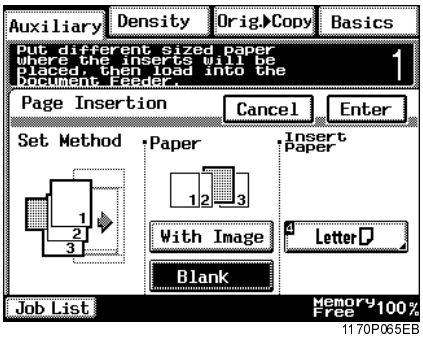


6 Select the paper source in which paper for inserts has been loaded and touch **OK** .



NOTE
Be sure to load the paper source with the paper for inserts in advance.

7 Touch **Enter** .



Useful Tip
Touch **Cancel** *to cancel the settings made and return to the initial Auxiliary screen.*

8 Press the Start Key to start the simultaneous Auto Detection sequence and scanning of the original set.

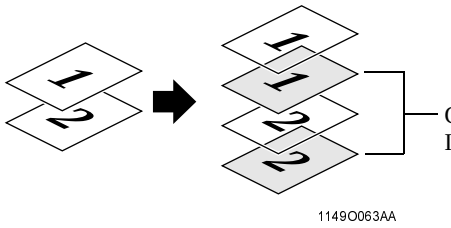
* The document feeder starts feeding the originals loaded in it to detect the insert markers and to make copies.

OHP Interleaving

When you make copies on transparencies, the OHP Interleaving function inserts copied or non-copied interleaves after each transparency. Two different functions are available. Select the appropriate one according to your need.

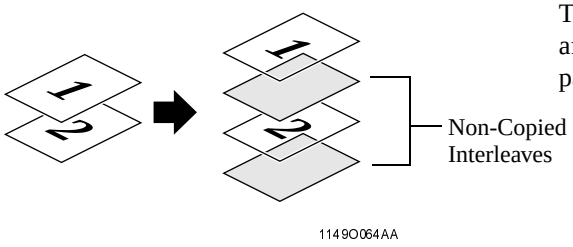
Functions

<Copied Interleaves>



The copier copies onto OHP transparencies and, after each transparency, inserts a copied sheet of paper.

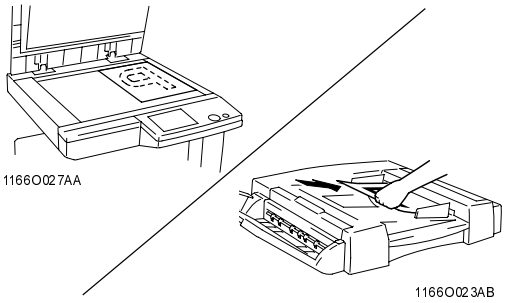
<Non-Copied Interleaves>



The copier copies onto OHP transparencies and, after each transparency, inserts a blank sheet of paper.

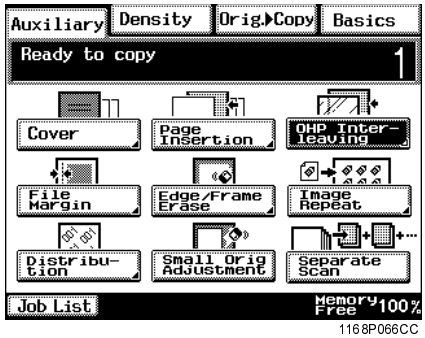
Using OHP Interleaving

1 Load the originals.

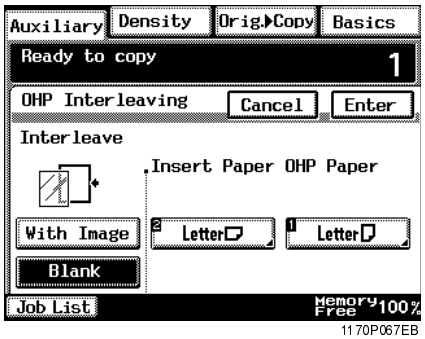


NOTE
If you make each copy through the Original Glass, start with the first page of the set.

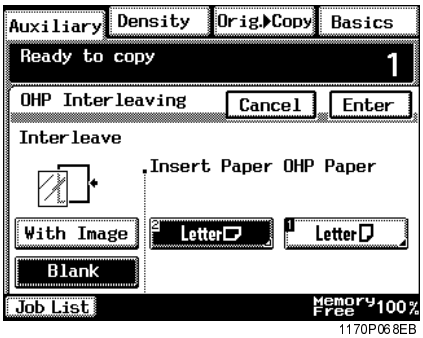
2 Touch **OHP Interleaving** .



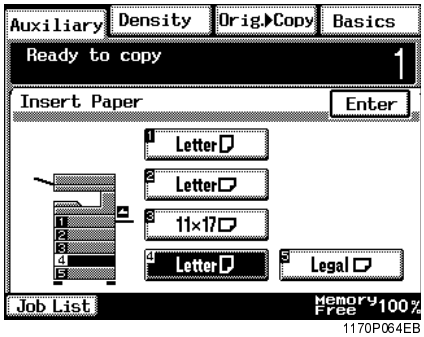
3 Select whether to copy onto the interleaves (With Image) or not (Blank).



4 Touch the key for the Insert Paper.



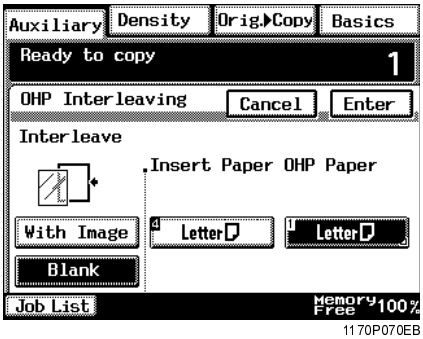
5 Select the Insert Paper.



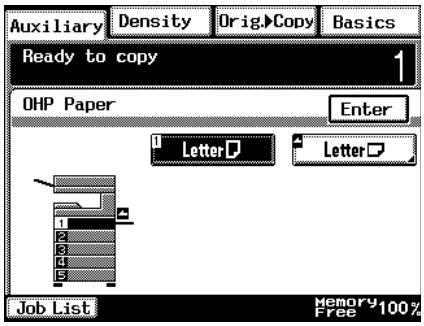
NOTE
Be sure to load the paper source with the paper for inserts in advance.

6 Touch **Enter** .

7 Touch the key for OHP Paper.



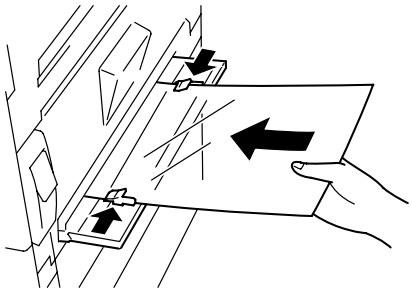
8 Select the paper source for OHP transparencies.



1170P071EB

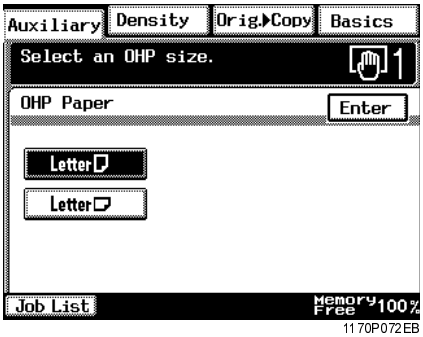
<When using the Manual Bypass Tray>

- Load an OHP transparency onto the Manual Bypass Tray.



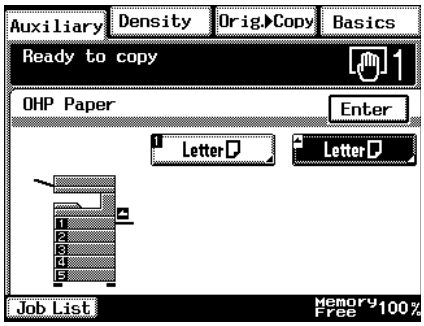
1166O073AB

- Select a transparency size and touch **Enter** .



1170P072EB

9 Touch **Enter** .



1170P073EB

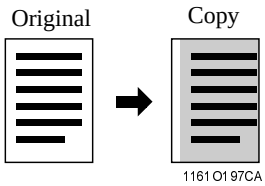
Useful Tip

Touch **Cancel** *to cancel the settings made and return to the initial Auxiliary screen.*

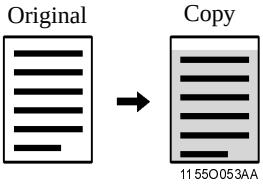
File Margin

The copier provides a file margin along the leading edge for your ease in filing. There are two different ways available for making a file margin. Use the one that is most suited to your need.

Functions



The image of the original is shifted to the right to make a margin along the left edge of the copy.

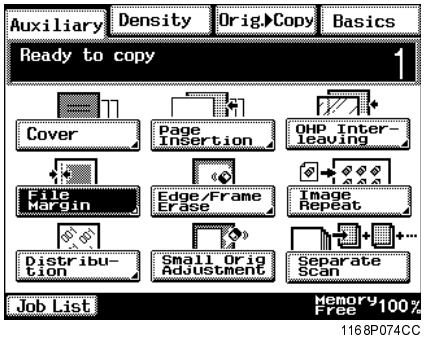


The image of the original is shifted to the bottom to make a margin along the top edge of the copy.

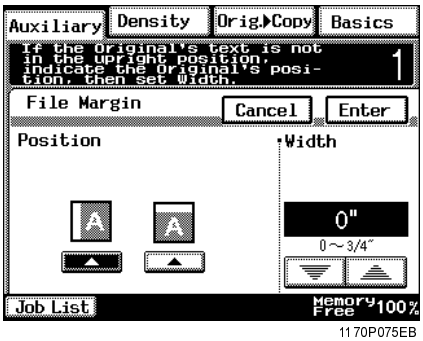
Using File Margin

1 Place the original.

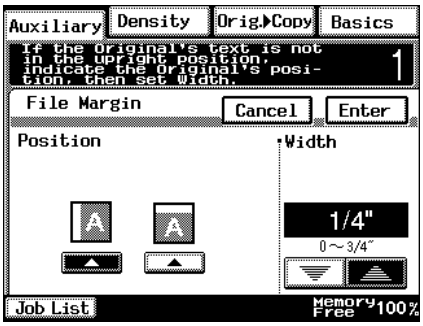
2 Touch **File Margin** .



3 Select the desired “Position” of the margin.



4 Hold down the [▼] or [▲] key until the desired margin width is reached.



1170P077EB

Useful Tips

- *You can change the margin width in 1/16" increments within the range 0 ~ 3/4".*
- *Touch* **Cancel** *to cancel the settings made and return to the initial Auxiliary screen.*

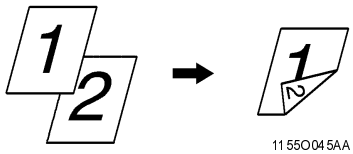
NOTE

Having a margin width larger than necessary could result in part of the image missing on the copy. Try to keep a logical margin width.

5 Touch **Enter** .

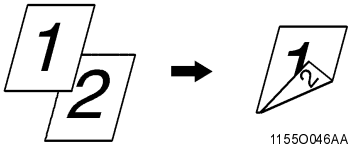
Useful Tips

- *If the margin position is set to Left, the image on both the front and back sides of the copy has the same orientation as that on the original.*



1155O045AA

- *If the margin position is set to Top, the image on the 2nd side of the copy is inverted to that on the 1st side.*



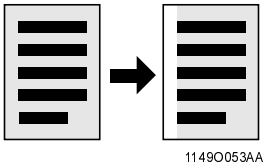
1155O046AA

Edge/Frame Erase

The copier erases a margin of a set width along the four edges, or one edge, to erase shadows or other unwanted images. This feature is effective in erasing the communications record on a document received by fax. One of three different functions can be selected. Use the one that is most suited to your need.

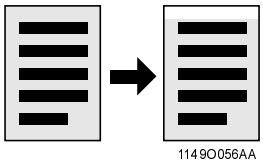
Functions

Left Edge Erase



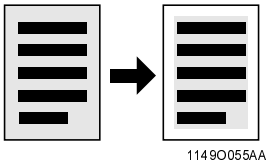
Erases a given width from the left edge of the copy.

Top Edge Erase



Erases a given width from the top edge of the copy.

Frame Erase

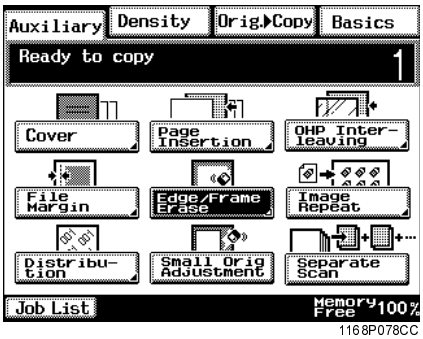


Erases a given width along the four edges.

Using a Particular Edge/Frame Erase Function

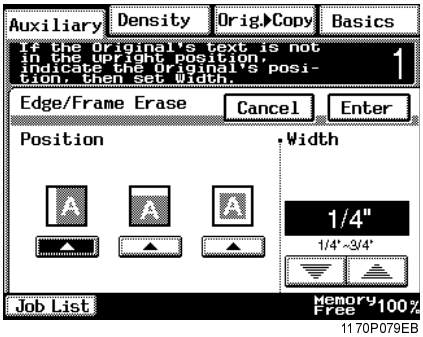
1 Place the original.

2 Touch **Edge/Frame Erase** .



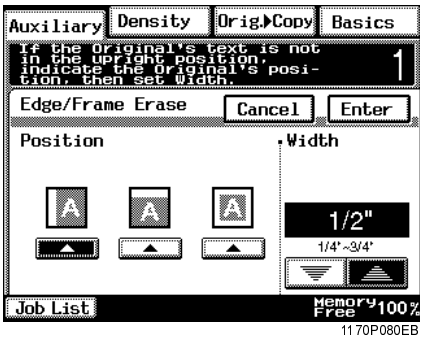
1168P078CC

3 Select the desired erase function "Position".



1170P079EB

4 Hold down the ▼ or ▲ key until the desired erase width is reached.



1170P080EB

Useful Tips

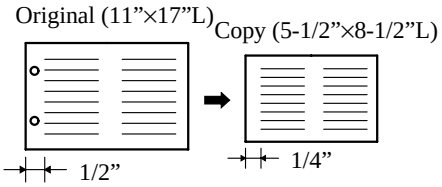
- *You can change the erase width in 1/16" increments within the range 1/4" to 3/4".*
- *Touch* **Cancel** *to cancel the settings made and return to the initial Auxiliary screen.*

5 Touch **Enter** .

NOTE

The erase width represents that on the original, not on the copy. So, use care when making a reduction or enlargement copy.

Example: Erasing the margin of an 11"×17" size original on a copy reduced by ×0.5:

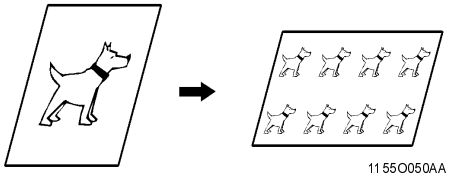


1166O255AA

If you want to erase the 1/2"-wide margin on the original, select 1/2" for the erase width.

Image Repeat

The image of the original is repeatedly produced on the copy paper. The copier automatically calculates the number of images that can be printed based on the copy paper size and zoom ratio.



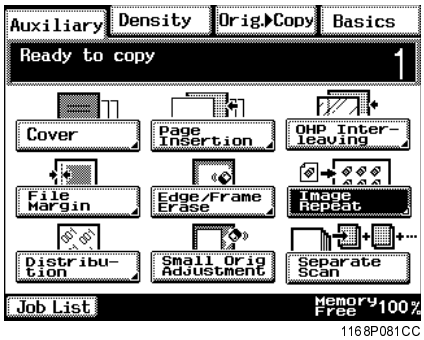
1155O050AA

Selecting Image Repeat

1 Load the original.

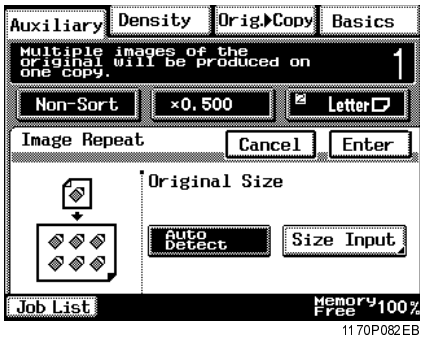
2 Select the desired copy paper and zoom ratio. (Selecting the Paper ☞p. 3-4
Selecting the Zoom ☞p. 3-10)

3 Touch **Image Repeat** .



1168P081CC

4 Touch **Auto Detect** to detect the original size.



1170P082EB

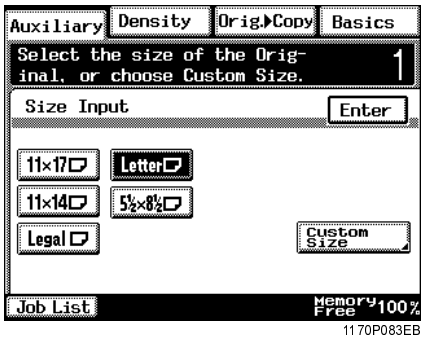
Useful Tip
Touch **Cancel** *to cancel the settings made and return to the initial Auxiliary screen.*

NOTE
When the original is placed directly on the Original Glass and **Auto Detect** *is used, the copier automatically detects the original as a standard size.*

5 Touch **Enter** .

<Original Size is standard>

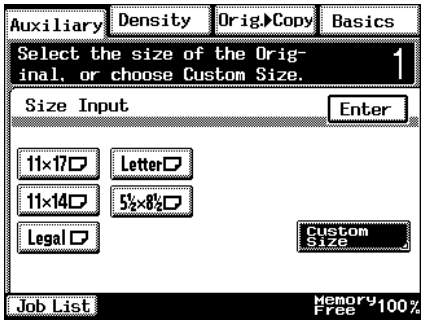
• Touch **Size Input** in step 4. Select the size of the original and touch **Enter** .



1170P083EB

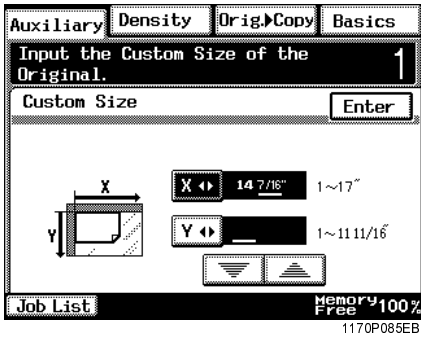
<Original Size is nonstandard>

• Touch **Size Input** , then touch **Custom Size** in step 4.



1170P084EB

• Touch ▼ or ▲ to set the whole number for X and touch the X key. The underline moves to the right. Then touch ▼ or ▲ to set the fractional number and touch the X key. Now the value for X has been fixed.



1170P085EB

• Do the same for Y , then touch **Enter** .

Distribution

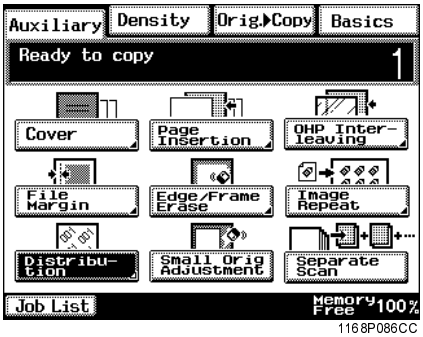
A reference (distribution) number is assigned to each copy set and printed in the background of the copy.

1166O114AA

Using Distribution

1 Load the originals.

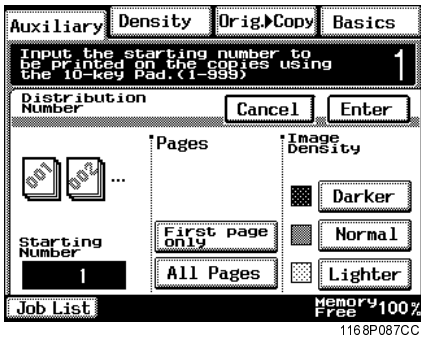
2 Touch **Distribution** .



1168P086CC

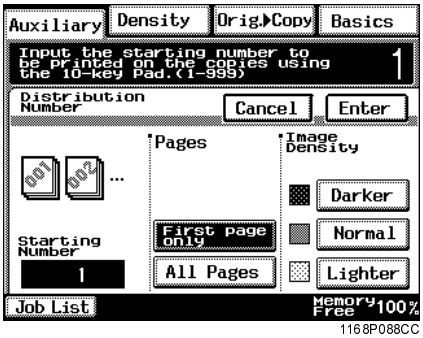
NOTE
When **Distribution** *is selected, the copier automatically sets the finishing mode to Sort.*

3 Enter the starting number from the 10-Key Pad.



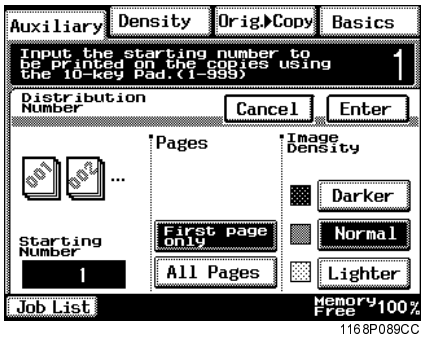
1168P087CC

4 Select the page on which to print the distribution number, either **First page only** or **All pages** .



1168P088CC

5 Select the image density, either Darker, Normal, or Lighter.



1168P089CC

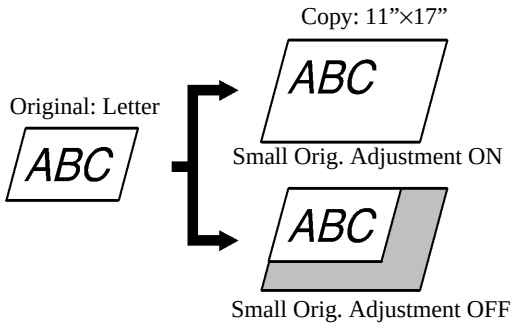
6 Touch **Enter** .

Useful Tips

- *If the starting number has not been entered, the page number starts with 001.*
- *The distribution number is reset to 000 when reaching 999.*
- *The distribution number will be printed even onto the blank paper of the cover and insert pages.*

Small Original Adjustment

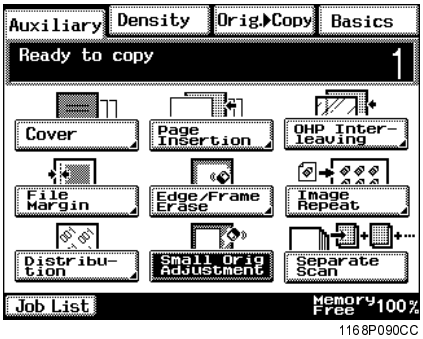
When your original is smaller than the copy paper or when you are making a reduction copy, Small Original Adjustment prevents the areas outside the original from being dirtied on the copy. You will not have a copy with black areas surrounding the image which is made with the Document Feeder raised.



1155O555AA

Selecting Small Original Adjustment

1 Touch **Small Orig. Adjustment** .



1168P090CC

NOTES

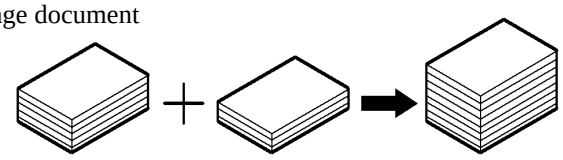
- *Small Orig. Adjustment may fail to detect the correct position of the original, erasing part of the image, for the following types of originals:*
  - *An original with a colored background*
  - *An original with images printed to the edges*
  - *An original that is not rectangular*
- *The function can erase only a rectangular area even if the original is a complicated shape.*

1155O646AA

Separate Scan

Separate Scan enables the copier to scan a large set of originals in several parts. The Document Feeder can be loaded with up to 50 or 70 pages of a document. If you, however, divide a large document consisting of more than 70 pages so that each part contains 70 or fewer pages, it can still be scanned by the copier.

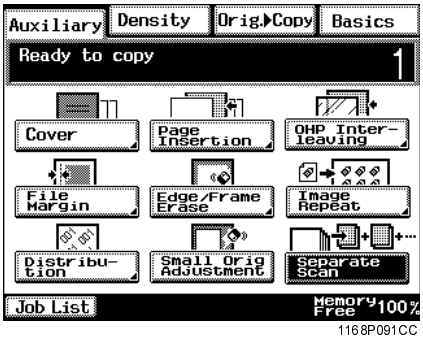
Example: An 80-page document



1155O556AA

Selecting Separate Scan

1 Touch **Separate Scan** .

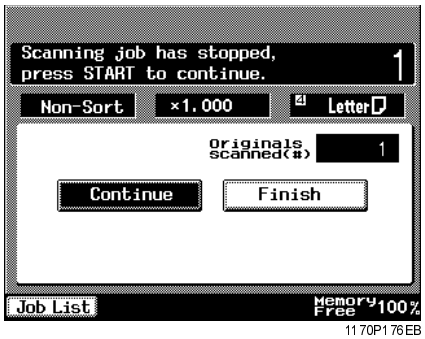


1168P091CC

2 Load the first set of originals and press the Start key.

NOTE
If the original is placed directly on the Original Glass to make a copy, do it in ascending order of page.

3 Load the next set of originals and press the Start key.



1170P176EB

4 Repeat step 3 according to the number of pages of the document.

Useful Tip
The number of originals that can be scanned and stored in memory at one time is about 40 sheets of standard Letter paper. The addition of optional memory expands the maximum storage capacity to about 280 sheets.

5 When all pages of the document have been scanned, touch **Finish** and press the Start key.

1170P093EB

6 The copier starts the print cycle.

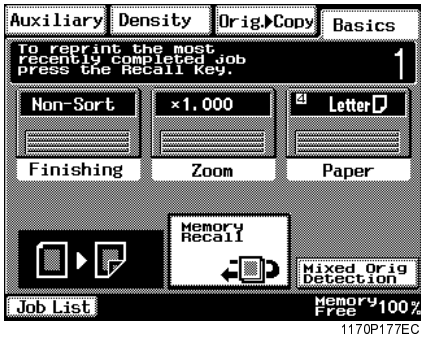
8. Using Memory Recall

Memory Recall

After a print cycle has been completed, Memory Recall allows you to run another print cycle again using the same image data and copy settings as the previous one without having to reload the originals.
After the first print cycle, touch **Memory Recall** on the Touch Panel to show a screen that allows you to make the necessary settings.

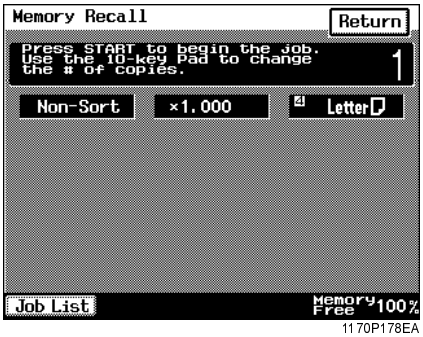
Selecting Memory Recall

1 Touch **Memory Recall** .



1170P177EC

2 To change the number of copies to be made, enter the new number using the 10-key Pad.



1170P178EA

Useful Tip
If you have entered an incorrect number, press the C key, then enter the correct number.

3 Press the Start key and the copier starts the print cycle.

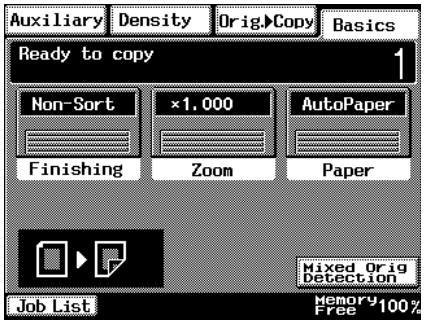
NOTES
- *Memory Recall, available from User's Choice, must be turned ON to use this function.* *☞p. 4-5*
- *This function cannot be used in the Interrupt mode.*
- *The preceding image data and copy settings are cleared to disable Memory Recall when any of the following operations are performed:*
  - *The copier is turned OFF.*
  - *The copier scans a new original or the Start key is pressed.*
  - *The Access key, Interrupt key, Utility key or Panel Reset key is pressed.*
  - *The Clear key or Panel Reset key is pressed while the copier remains idle.*

Useful Tip
After you have made copies from a confidential document, it is recommended that you press the Panel Reset key to erase the data.

9. Selecting Job List

Job List

When an optional Printer Controller is mounted, the **Job List** key will appear on the Touch Panel. In the following, we explain about the useful functions and procedures in Job List.



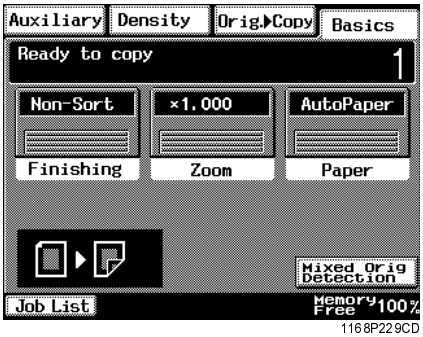
1168P229CD

Selecting Job List

Checking / Delete a Job

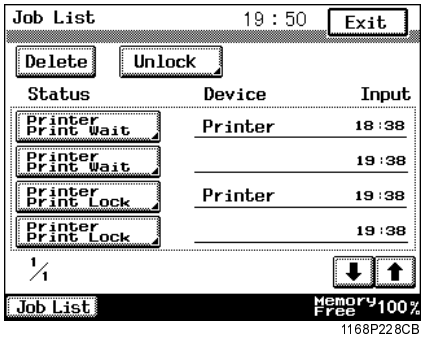
You can check for operational data and present conditions on the Touch Panel.

1 Touch **Job List** .



1168P229CD

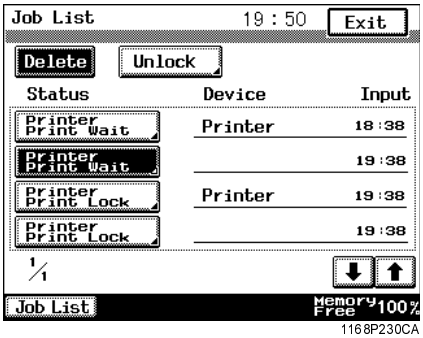
2 Check the data displayed and touch **Exit** to exit the screen.



1168P228CB

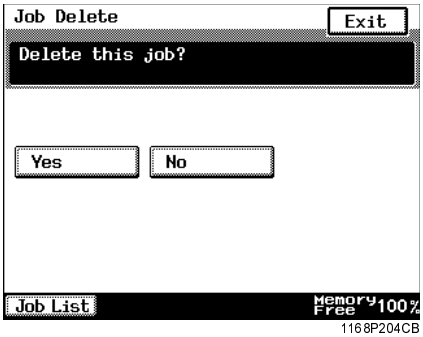
Useful Tip
Only four jobs are shown on a screen. If there are more than four jobs listed, touch the ⬇ or ⬆ key to move to the next screen and find the job you want to check.

3 If you want to delete the data, touch **Delete** and then touch the job key.



1168P230CA

4 The screen below appears and you can choose whether to delete the data or not.

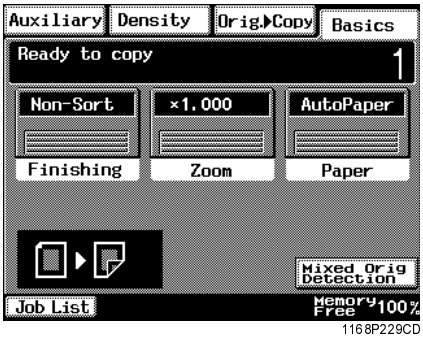


1168P204CB

Canceling the Lock

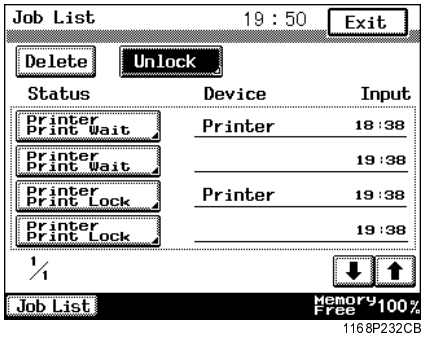
Canceling the lock will release the data transmitted from a personal computer and put it in the print queue. Enter the password to cancel the lock.

1 Touch **Job List** .



1168P229CD

2 Touch **Unlock** .



1168P232CB

3 Enter the 4-digit password using the 10-key pad.

1168P233CB

NOTE
If the same password is assigned to more than one data set, entering the password will cancel the lock on all of them at once.

9. Selecting Job List

Chapter 4

Using the Utility Mode

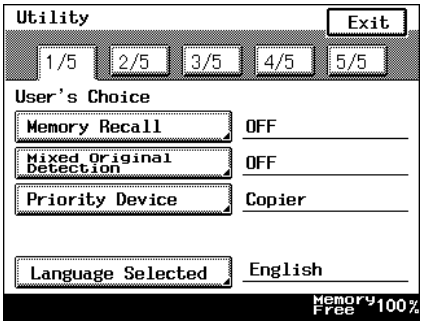
1. Settings in the Utility Mode

Input and Setting Screens

This chapter explains about the functions and setting screens that are available by using the Utility Key.

User's Choice

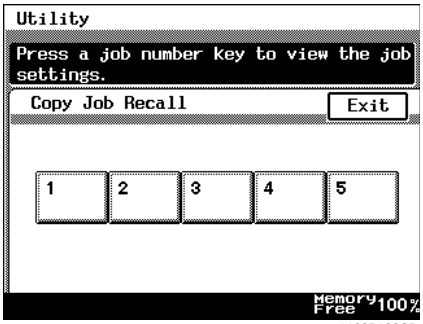
The copier can be set so that the most frequently used settings are automatically selected in the initial mode.
"Making the User's Choice Settings" ☞p. 4-4



1168P099CB

Job Recall

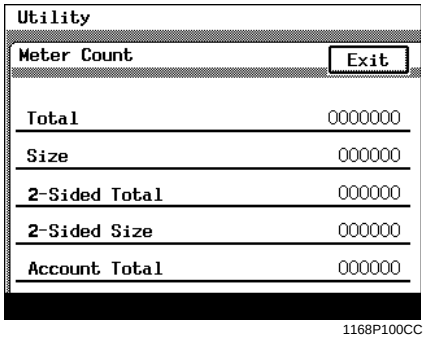
Up to 10 different, frequently used copy job programs can be stored in memory and recalled later as necessary.
"Recalling a Job from Memory" ☞p. 4-13



1168P102CB

Total Counter

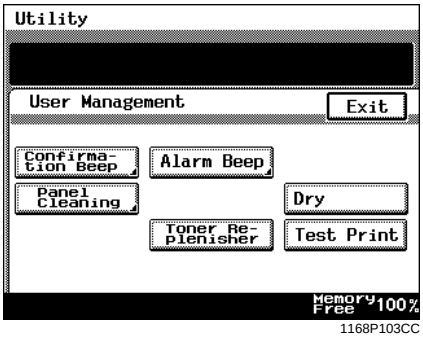
You can check the total number of copies made since the installation of the copier.
"Using Meter Count" ☞p. 4-9



1168P100CC

User Management

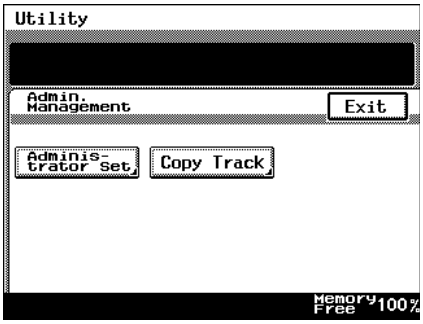
Allows for making the basic user settings for daily operation of the copier.
"Settings in User Management" ☞p. 4-14



1168P103CC

Admin. Management

Allows the administrator of the copier to make settings for operating and maintaining the copier.
“Settings in Admin. Management” ☞p. 4-18



1168P105CB

On Line

<With an optional Printer Controller>
Touch to highlight this key and enable the copier to receive data as a printer. See the Printer Controller Operator’s Manual for further details.

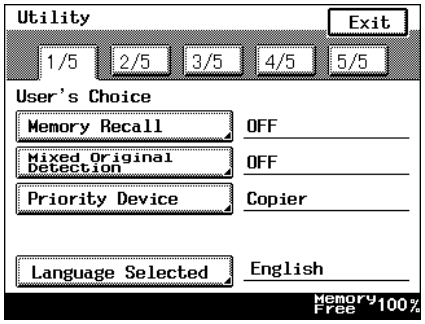
Test Print

<With an optional Printer Controller>
Touch to make a test print.

2. Making the User's Choice Settings

The copier has been set so that most frequently used settings are automatically selected in the initial mode. User's Choice allows you to select the default settings which are automatically selected in the initial mode according to your own needs. By setting defaults that are most frequently used, time and effort to make extra settings will be eliminated when the copier is turned ON or when Auto Panel Reset is activated.

User's Choice Functions



1168P099CB

A listing of User's Choice functions is given in 5 pages of menu, from **1/5** to **5/5**. To show the listing of each page, touch the desired page number key at the top of the Touch Panel.

1/5 ☞p. 4-5
- Memory Recall
- Mixed Original Detection
- Priority Device
- Language Selected

2/5 ☞p. 4-5
- Original ▶ Copy Default
- Auto Paper/Auto Size
- Tray Priority
- Special Paper
- 2in1, 4in1, Booklet Copy Zoom

3/5 ☞p. 4-6
- Auto Panel Reset
- Energy Save Mode
- Plug-In Counter, ID Key Reset
- Auto Shut Off
- LCD Back-light Off

4/5 ☞p. 4-6
- 4in1 Copy Order
- Density Priority
- Default Level (Copy)
- Print Exposure
- Output Priority

5/5 ☞p. 4-7
- Intelligent Sorting
- Output Tray
- "Small" originals
- Scanner Dry
- Density (ADF)

1/5

Memory Recall

Select whether to enable ("ON") the function that allows you to use the same image data of the copy cycle that has just been completed or not ("OFF).
The initial setting is "OFF."

Mixed Original Detection

Select whether to default to Mixed Original Detection ("ON") or not ("OFF").
The initial setting is "OFF."

Priority Device

<This key is available with an optional Printer Controller>
Select the main function you will use.
Copier: The copier prints out the data after receiving all of it.
Printer: The copier prints out the data as it is received.
The initial setting is "Copier."

Language Selected

Select the language of the Touch Panel messages.
The initial setting is "English."

2/5

Original ▶ Copy Default

Specify the original ▶ copy type automatically selected when power is turned ON or panel reset.
The initial setting is "1-Sided ▶ 1-Sided."

Auto Paper/Auto Size

Specify the default mode selected automatically when power is turned ON or panel reset, either "Auto Paper," "Auto Size." or "Manual."
The initial setting is "Auto Paper."

Tray Priority

Specify the default paper source that is automatically selected.
The initial setting is "1" (1st Drawer).

Special Paper

Designate the drawer for the kind of paper.
The initial setting is "Normal" for all drawers.
See p. 3-6 for Special Paper Setting.
* Special Paper can only be used for the 1st Drawer and Manual Bypass Tray.

2in1, 4in1, Booklet Copy Zoom

Select whether to enable ("ON") or disable ("OFF") recalling a default zoom ratio for 2in1, Booklet Creation, or 4in1 copying and 2in1 Separation original.
Default zoom ratios:

2in1	: 0.647
Booklet Creation	: 0.647
4in1	: 0.500
2in1 Separation	: 1.545

The initial setting is "ON."

3/5

Auto Panel Reset

Select the time it takes the auto panel reset function to be activated from among "30 seconds." "1 min.," "2 min.," "3 min.," or "5 min.," or not activate the function at all ("No Reset").

The initial setting is "1 min."

Energy Save Mode

Set the time it takes the copier to enter the Energy Save mode in 1 min. increments.

Di250: From 1 min. to 240 min.

Di350: From 15 min. to 240 min.

The initial setting is "15 min."

Plug-In Counter, ID Key Reset

Select whether to reset the copier ("ON") or not ("OFF") when the Plug-In Counter is unplugged.

The initial setting is "ON."

Auto Shut Off

Select the time it takes the Auto Shut Off function to be activated, from 15 min. ~ 240 min. in 1 min. increments. Auto Shut Off shuts down the copier a given period of time after the last operation.

The initial setting is "60 min."

* A setting is also possible to disable Auto Shut Off. ☞p. 4-21

LCD Backlight OFF

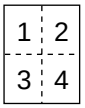
Set the period of time after which the LCD backlight function is activated, from the range of 1 to 240 min. (1 min. intervals).

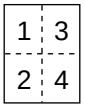
The initial setting is "1 min."

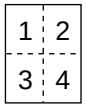
4/5

4in1 Copy Order

Select the default copying order in the 4-in-1 mode from among the following two:





The initial setting is 

.

Density Priority

Select either "Auto Exp." or "Manual Exp." for the initial Density setting and "Text," "Photo," or "Text/Photo" for the initial image quality setting.

The initial setting is "Auto Exp." and "Text."

* "Auto Exp." cannot be combined with "Photo."

Default Level

Auto

Select the default exposure level in the Auto Exposure mode, either "Lighter," "Normal," or "Darker."

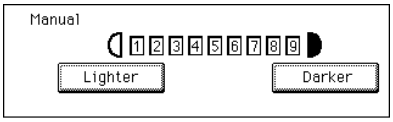
The initial setting is "Normal."

Manual

Set the default exposure level in the Manual Exposure mode.

The initial setting is "5."

* With EXP5 at the central level, the exposure level will become lower as the number becomes smaller, and it will become higher as the number becomes greater.



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4/5

Print Exposure

Select the print exposure level from the range -2 to 2.

The initial setting is "0".

Output Priority

Select the default finishing type when the copier is equipped with a Finisher from among the following: Non-Sort, Sort, Group, Non-Sort + Hole Punch, Sort + Hole Punch, Sort + Staple, Sort + Staple + Hole Punch, Group + Hole Punch, Group + Staple, Group + Staple + Hole Punch.

The initial setting is "Non-Sort."

* The "Hole Punch" and "Staple" functions are valid only when the copier is equipped with a Finisher or Mailbin Finisher.

5/5

Intelligent Sorting

Select whether to turn "ON" or "OFF" the function that automatically switches between Sort and Non-Sort, selecting Non-Sort if only a single original is loaded and Sort if two or more originals are loaded in the Document Feeder.

The initial setting is "ON."

Output Tray

Select either the "1(st bin)" or "2(nd bin)" for output when the copier is equipped with a Job Tray, Finisher, or Mailbin Finisher.

The initial setting is:

"1" for PC prints and "2" for copies with the Job Tray.

"2 (Elevator Tray)" for PC prints with the Finisher or Mailbin Finisher.

"Small" Originals

Select whether to enable ("ON") a copy cycle or not ("OFF") when it is initiated by pressing the Start key with no originals placed on the Original Glass or with an original smaller than the detectable size placed on the Glass in the Auto Paper mode.

If this function is turned "ON," the copy cycle is run using the paper loaded in the default paper source. If turned "OFF," a warning message appears to instruct the user to select the paper.

The initial setting is "ON."

Scanner Dry

Set the time for automatically dehumidifying the Scanner. Any value up to 24 hours may be set in 1-min. increments.

Density (ADF)

This function allows you to adjust the copy image density level when the copier is equipped with an Automatic Document Feeder.

: Mode1 : Mode2

Select the density level according to the original, either Mode1 or Mode2.

The initial setting is "Mode1."

Mode1 : Used for the standard original, such as a word-processor made document.

Mode2 : Effective in reproducing a pale original, such as a faint pencil-written document.

Making the User's Choice Settings

1 Press the Utility key.

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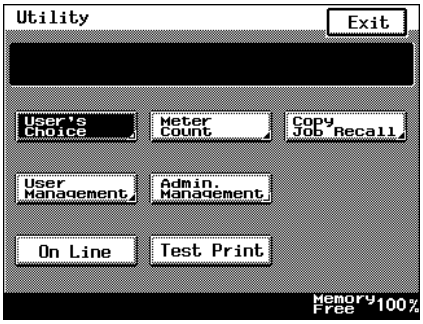
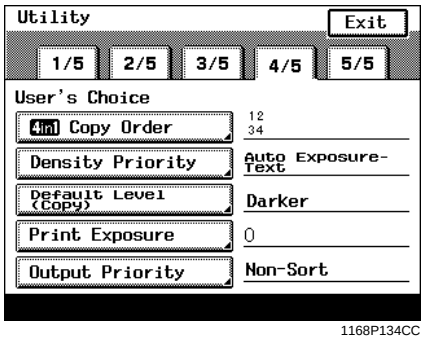
2 Touch **User's Choice** .



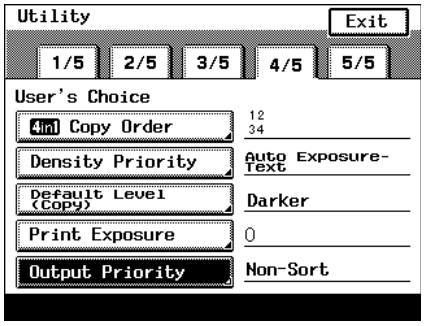
1168P132CC

3 Touch the key of the desired page of the menu, from **1/5** to **5/5** .
For example, if you want to change the Output Priority from Non-Sort to Sort, touch **4/5** .



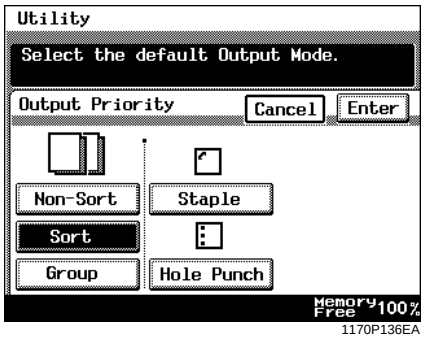
1168P134CC

4 Touch the key of the desired User's Choice function.
For example, touch **Output Priority** .



1168P135CC

5 Touch **Sort** .



1170P136EA

6 Touch **Enter** .
* Repeat steps 3 to 6 to make new settings for other User's Choice functions.

7 Touch **Exit** .

3. Meter Count

Using Meter Count

Meter Count allows you to check the total count of each of the following five counters.

Total Counter

Shows the total number of copies made since the installation of the copier.

Size Counter

Shows the number of copies made on copy paper of a preset size. (The size will be set by your Technical Representative.)

Account Total

Shows the total number of copies made by the active accounts.

2-Sided Total

Shows the number of 2-sided copies made.

2-Sided Size

Shows the number of 2-sided copies made on copy paper of a preset size (the same size as set for Size Counter).

1 Press the Utility key.

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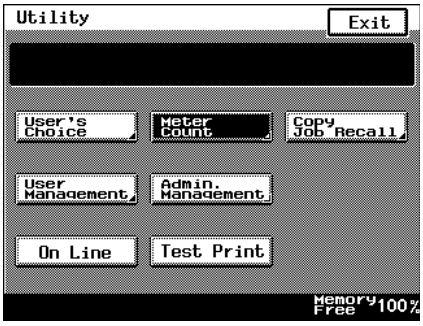
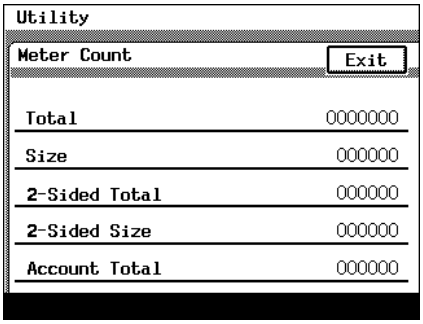
2 Touch **Meter Count** .



1168P124CC

3 Check the screen that appears.



1168P100CC

4. Job Memory Input and Job Recall

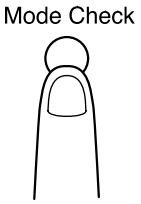
Job Memory Input

Up to 10 different, frequently used copy job programs can be stored in memory and recalled later as necessary.

Storing a Job

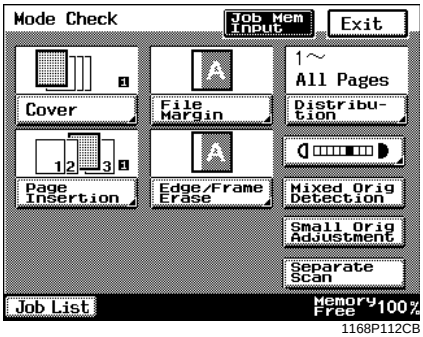
1 Set up the job you want to store in memory.

2 Press the Mode Check key.



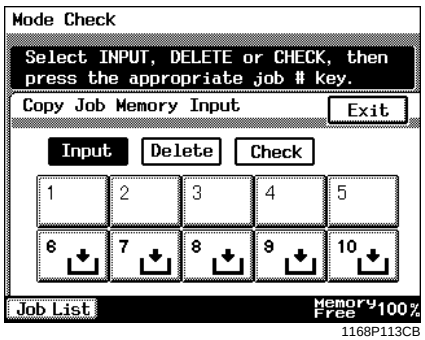
1166O242EA

3 Touch **Job Mem Input** .



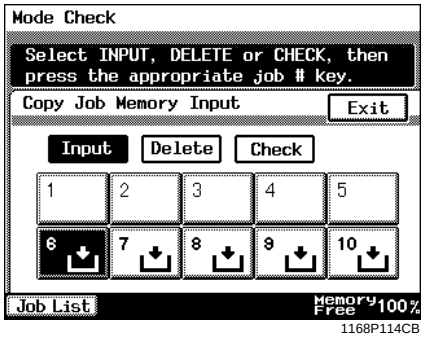
1168P112CB

4 Touch **Input** .



1168P113CB

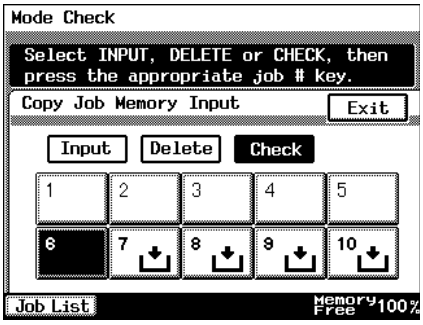
5 Select any one of the 10 job number keys from **1** to **10** marked with .



1168P114CB

NOTE
A job number key not marked with indicates that a job has already been stored under that number. If you store a new job in that number key, the old job is erased.

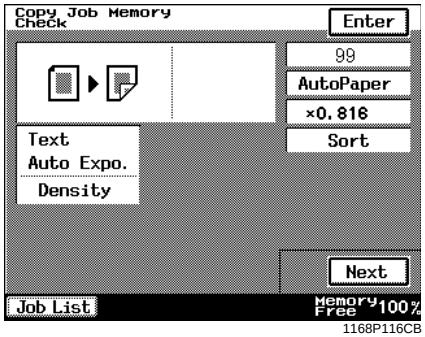
6 To check for details of the job stored, touch **Check** and then touch the job number key.



1168P115CB

NOTE
Job Memory Input is not possible in Interrupt Mode.

The job settings appear on the Touch Panel.

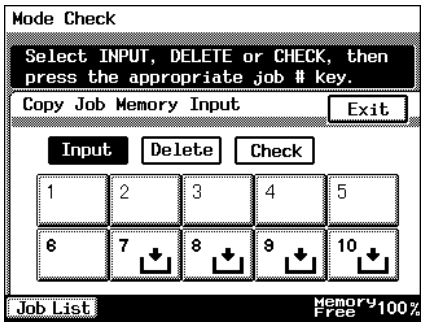


1168P116CB

Useful Tip
To change the screen, touch **Backup** *or* **Next** .

7 After you have checked the settings, touch **Enter** .

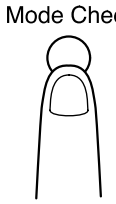
8 Touch **Exit** .



1168P117CB

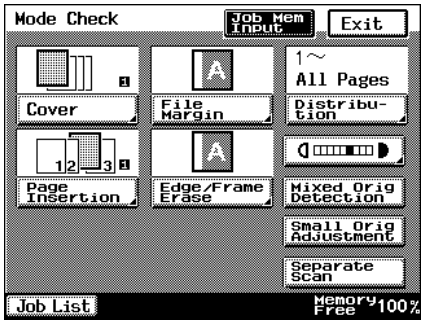
Deleting a Job Program

1 Press the Mode Check key.



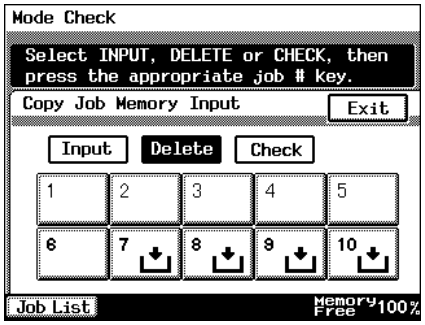
1166O242EA

2 Touch **Job Mem Input** .



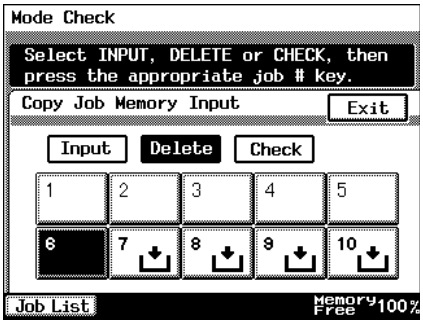
1168P112CB

3 Touch **Delete** .



1168P118CB

4 Touch the job number key from which you want to delete a job program.

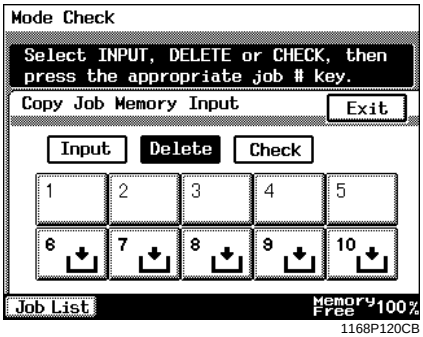


1168P119CB

Useful Tip

When appears in that key, it indicates that the job program has been deleted.

5 Touch **Exit** .



1168P120CB

Recalling a Job from Memory

1 Press the Utility key.

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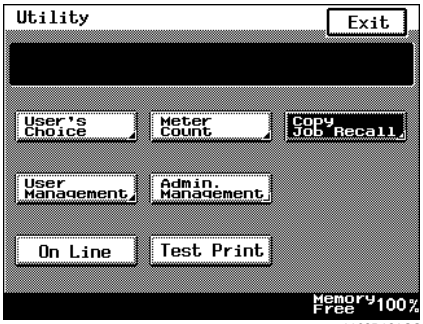
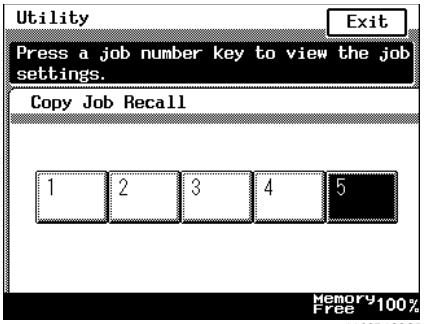
2 Touch **Copy Job Recall** .



1168P121CC

3 Touch the job number key in which the desired job has been stored.

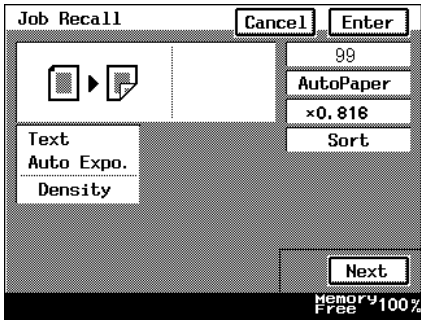


1168P122CB

Useful Tip

Only the number keys of the stored jobs will be displayed on the screen.

4 Check the settings made and then touch **Enter** . The copier is set up for these setting and the Basics screen reappears.



1168P123CB

Useful Tips

- *To change the screen, touch* **Backup** *or* **Next** .
- *If the job recalled is not what you want, touch* **Cancel** *. Then the Job Recall screen reappears.*

5. Settings in User Management

Setting the Confirmation Beep and Alarm Beep

Confirmation Beep

The volume of the confirmation beep that can be heard when a control panel key is pressed may be adjusted in the range between 0 (zero) and 5 (high).

The initial setting is “3.”

Alarm Beep

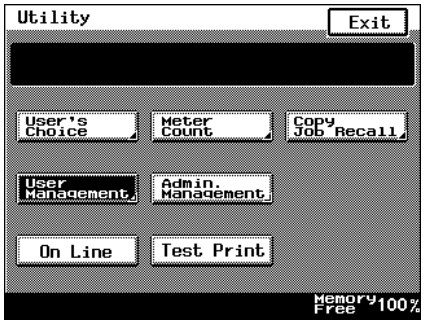
The volume of the alarm beep that sounds when, for example, a paper misfeed occurs may be adjusted in the range between 0 (zero) and 5 (high).

The initial setting is “3.”

1 Press the Utility key.

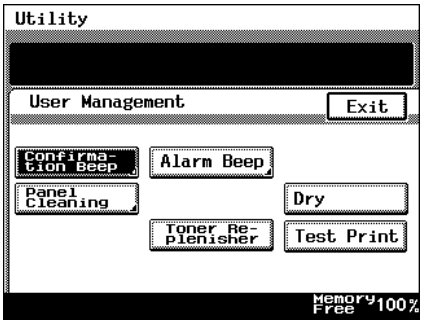
1166O243EA

2 Touch **User Management** .



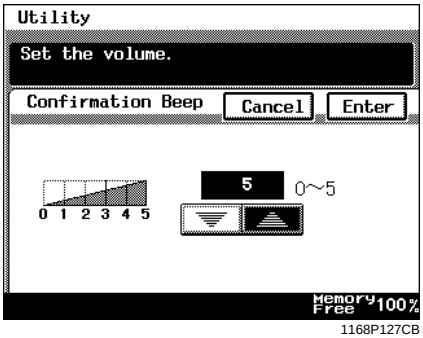
1168P125CC

3 Select the desired function.
For example, touch **Confirmation Beep** .



1168P126CD

4 Touch the ▼ or ▲ key to adjust the volume to the desired level and then touch **Exit** .



1168P127CB

Using the Scanner Dry Function

During times of high humidity or when there are sudden rapid changes in humidity (especially when you are using a heater in winter), condensation[1] can form on the surface of the PC Drum[2] and Scanner resulting in blotchy copies. In such instances, use “Scanner Dry” to dry the surface of the PC Drum and Scanner.

1 Condensation : A phenomenon in which small drops of water are formed on cold surfaces, such as the surface of the PC Drum.
2 PC Drum : Functions in the copier like film in a camera.

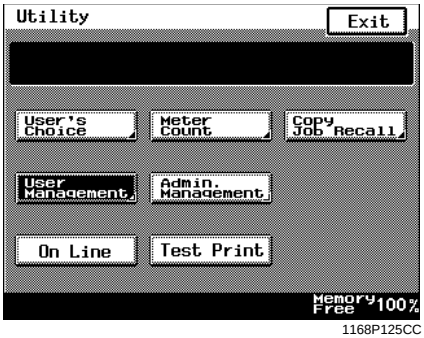
Useful Tips

- *Ask your Tech. Rep. for further details about whether or not to use this function.*
- *The drying sequence ends automatically.*
- *A copy cycle can be initiated even while the copier is in the Dry cycle. (At this time Scanner Dry will be stopped.)*

1 Press the Utility key.

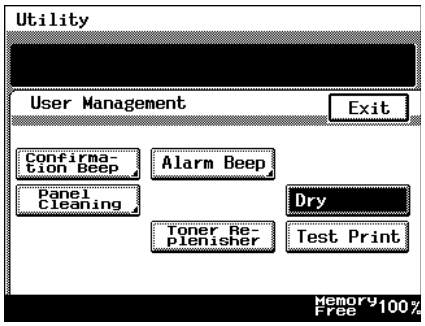
1166O243EA

2 Touch **User Management** .



1168P125CC

3 Touch **Dry** .



1168P129CC

Using the Toner Replenisher Function

The copier tends to exhaust the supply of toner rapidly when making a number of copies from an original with dark solid areas such as a photo. As a result, the image density of the copy will become lighter. In such a case, you can use Toner Replenisher to regain the normal image density quickly.

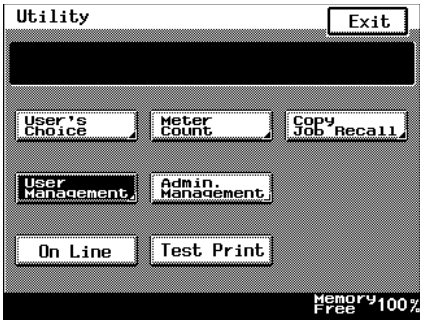
NOTES

- *Do not turn OFF the Power Switch or open the Right Door or Toner Bottle Cover while the copier is replenishing toner.*
- *Toner is not replenished if the image density is sufficiently high.*
- *The toner replenishing sequence ends automatically.*

1 Press the Utility key.

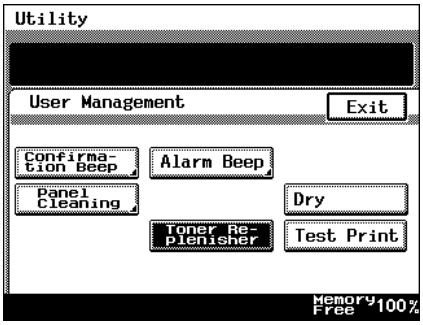
1166O243EA

2 Touch **User Management** .



1168P125CC

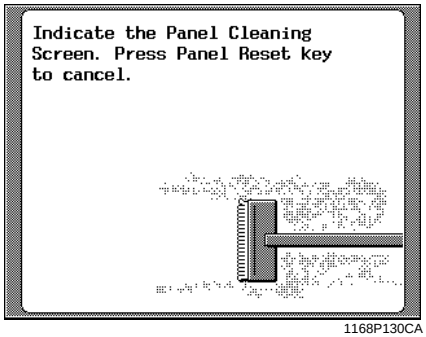
3 Touch **Toner Replenisher** .



1168P128CC

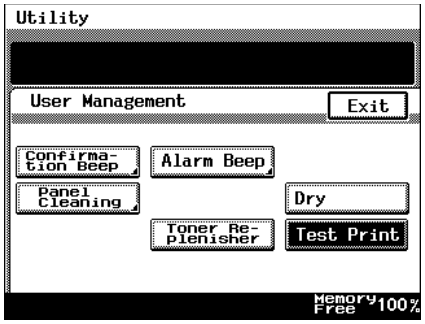
Panel Cleaning

To clean the surface of the touch panel, use this function. ☞p. 7-8



1168P130CA

Test Print



1168P188CB

Important

Do not touch this key. This is for the Tech. Rep. to adjust this machine. See p. 4-3 for the printer test print.

6. Settings in Admin. Management

Admin. Management Mode

The Admin. Management mode is for the administrator of your copier. When Admin. Management is selected, the message prompts you to enter the administrator number.

NOTES

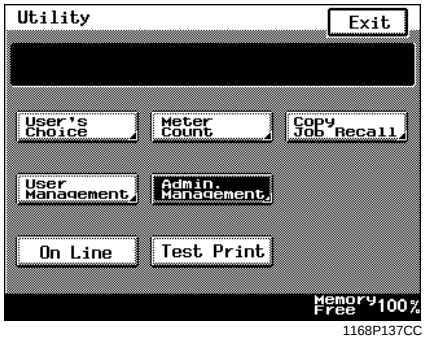
- *The administrator number is to be programmed by your Tech. Rep. Ask him/her for more details.*
- *The administrator of this copier should remember the administrator number.*

Setting Admin. Management

1 Press the Utility key.

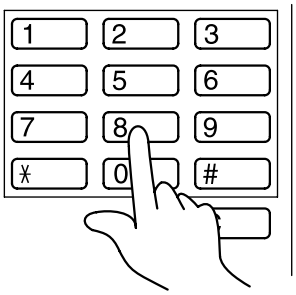
1166O243EA

2 Touch **Admin. Management** .



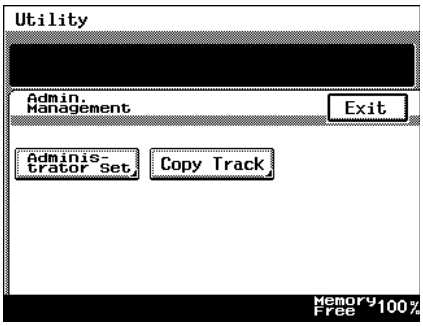
1168P137CC

3 Enter the administrator number from the 10-key Pad and touch **Enter** .



1166O030AA

4 The Touch Panel now shows the detailed functions that can be set under Admin. Management.



1168P105CB

Functions of Admin. Management

Administrator Set

You can set the Max. Copy Sets and Disable Auto Shut Off functions.

Copy Track

You can set the Account No., Total Count, Size Count, Copy Limit and Access Code functions.

User Help

This function cannot be used by this copier.

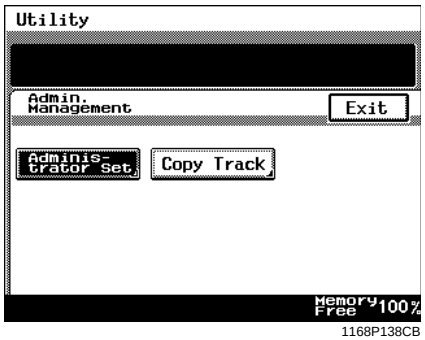
Administrator Set

Max. Copy Sets

Limit the number of copies or copy sets that can be made per job from 1 to 99.
The initial setting is “OFF.”

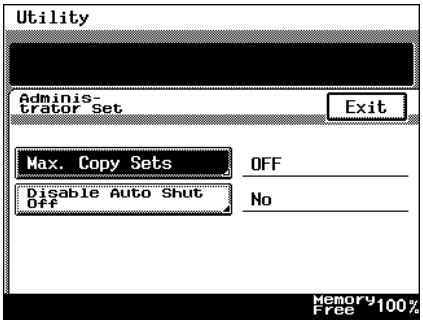
1 To show the **Administrator Set** key on the Touch Panel, follow the steps given in “Setting Admin. Management.”
☞p. 4-18

2 Touch **Administrator Set** .



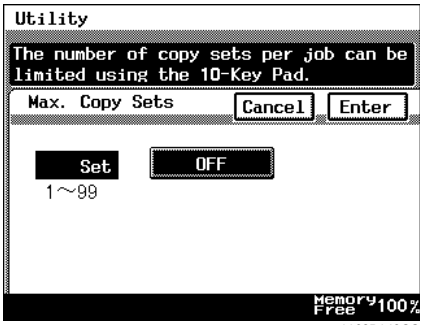
1168P138CB

3 Touch **Max. Copy Sets** .



1168P139CB

4 Enter the Copy Limit Value from the 10-key Pad or touch **OFF** .



1168P140CC

Useful Tip
If you have entered an incorrect number, press the C key, then enter the correct number.

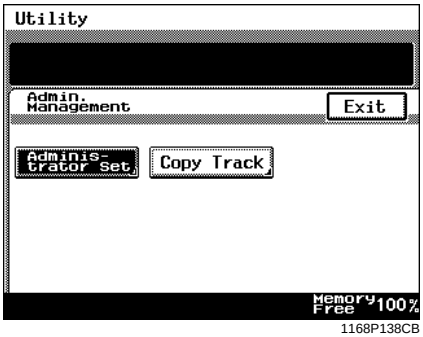
5 Touch **Enter** .

Disable Auto Shut Off

This function can disable the Auto Shut Off function. Select whether to enable (“Yes”) or disable (“No”) the Disable Auto Shut Off function.
The initial setting is “No” (disable).

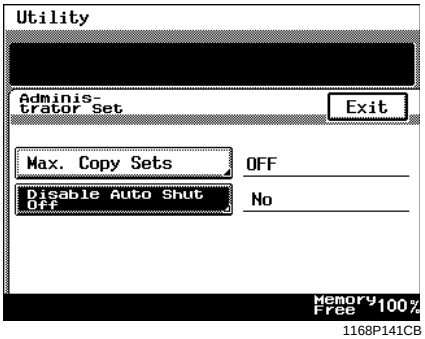
1 To show the **Administrator Set** key on the Touch Panel, follow the steps given in “Setting Admin. Management.”
☞p. 4-18

2 Touch **Admin. Set** .



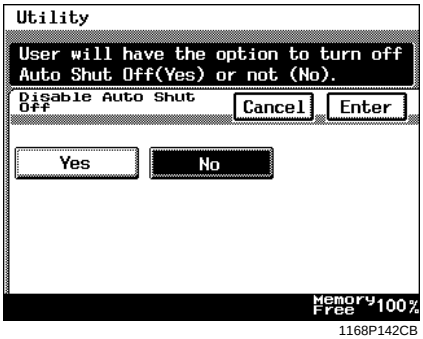
1168P138CB

3 Touch **Disable Auto Shut Off** .



1168P141CB

4 Touch **Yes** or **No** .



1168P142CB

5 Touch **Enter** .

Copy Track

This function allows the administrator to keep track of the number of copies made in the Copier mode and the number of prints made in the Printer mode for each account.

Select whether to turn “ON” or “OFF” the Copy Track function for “Copier” or “Printer” and select the Copy Track method, either “100 Accounts” or “1000 Accounts.” The initial setting is “OFF.”

The administrator of this copier is responsible for setting either “100 Accounts” or “1000 Accounts.”

100 Accounts

Entry of the access code allows you to make the copies. The copier can control the following data for each account.

- ◆Account No.:
  Program or change the account number.
- ◆Total Count:
  Displays the count of the Total Counter. You can also clear the counter.
- ◆Size Count
  Displays the count of the Size Counter. You can also clear the counter.
- ◆Copy Limit:
  You can limit the maximum number of copies that can be made.
- ◆Access Code:
  You can program or change your access code (for a max. of 100 accounts).

1000 Accounts

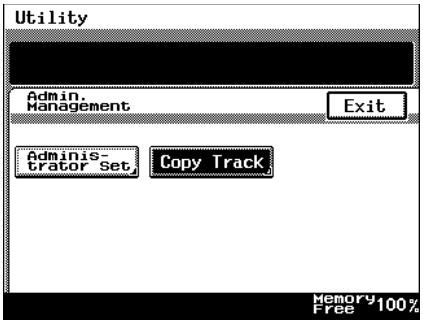
Entry of the access code allows you to make copies. The copier can control the following data for each account.

- ◆Total Count:
  Displays the count of the Total Counter. You can also clear the counter.

Setting Copy Track

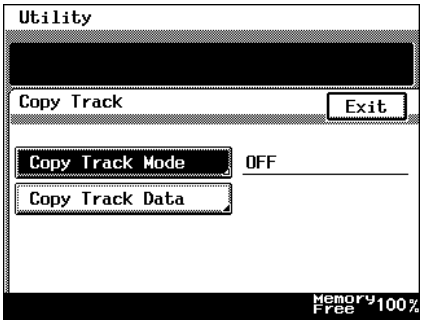
1 To show the **Copy Track** key on the Touch Panel, follow the steps given in "Setting Admin. Management." ☞p. 4-18

2 Touch **Copy Track** .



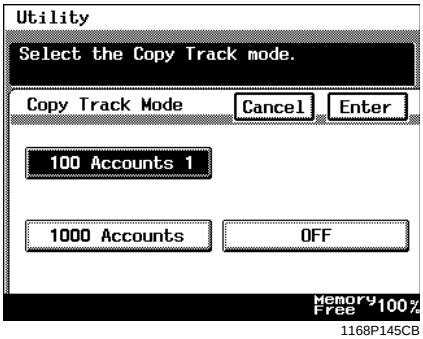
1168P143CB

3 Touch **Copy Track Mode** .



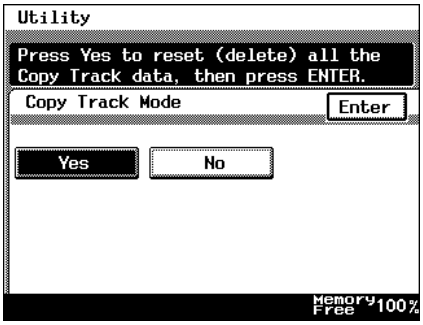
1168P144CB

4 Select the desired Copy Track method and touch **Enter** . For Example, to keep track of 100 accounts, touch **100 Accounts 1** and then **Enter** .



1168P145CB

5 Initialize the Copy Track function data by touching **Yes** and **Enter** .



1168P146CB

NOTES
- *If you change the Copy Track method, be sure to initialize the Copy Track data.*
- *It takes about 70 sec. to initialize Copy Track data in order to re-establish the copier.*

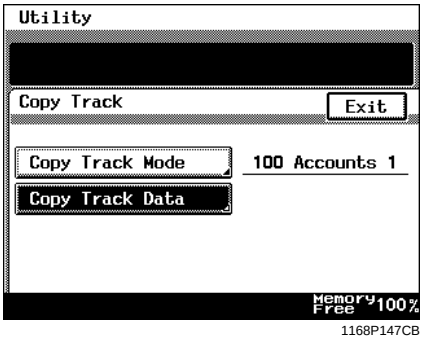
6 Touch **Enter** .

NOTES
- *When "100 Accounts" is set, program the access code for each account. Programming the Access Code* ☞p. 4-25
- *When "1000 Accounts" is selected, the Account Number will automatically be set from 1 to 999 or 000.*

Useful Tip

You can have the copy track data printed on paper.

- *Touch* **Copy Track Data** .



1168P147CB

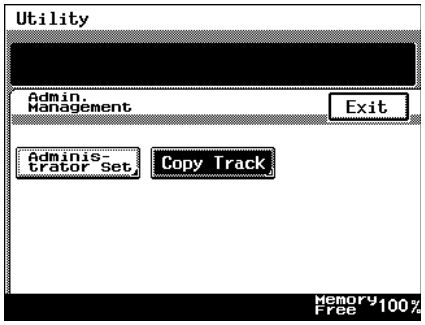
- *Load Letter copy paper in the 1st drawer lengthwise and press the Start key.*

Setting the Account Number

You can change or program the Account Number only when "100 Accounts" is set.

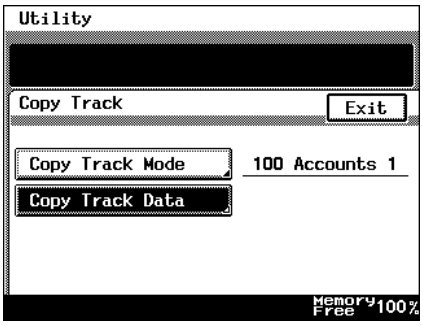
1 To show the **Copy Track** key on the Touch Panel, follow the steps given in "Setting Admin. Management." ☞p. 4-18

2 Touch **Copy Track** .



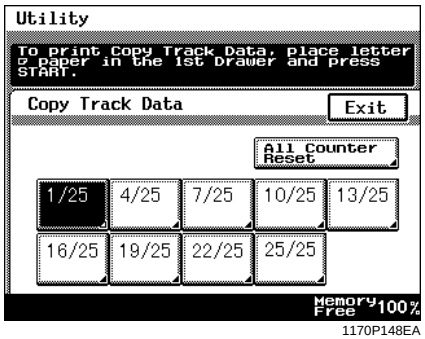
1168P143CB

3 Touch **Copy Track Data** .



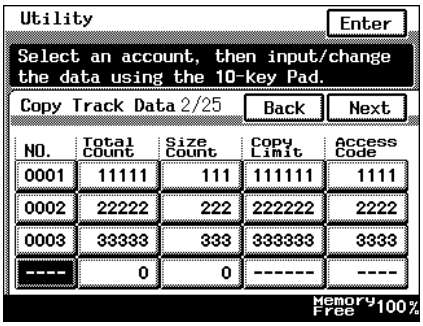
1168P147CB

4 Select the page number on which the target account you want to change is shown.



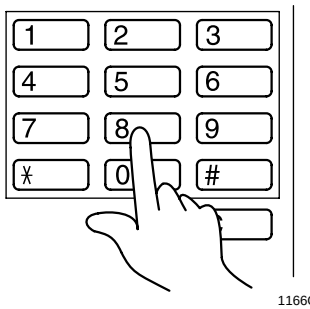
1170P148EA

5 Touch the key of the target account.


Utility
Enter
Select an account, then input/change the data using the 10-key Pad.
Copy Track Data 2/25
Back
Next
NO. Total Count Size Count Copy Limit Access Code
0001 11111 111 111111 1111
0002 22222 222 222222 2222
0003 33333 333 333333 3333
---- 0 0 ------ ----
Memory Free 100%

1168P149CC

6 Enter the desired Account Number from the 10-key Pad. Then, touch **Enter** .



1166O030AA

Useful Tips

- *To correct a number entry, press the C key and then enter the new number.*
- *If you want to change or program another account number, repeat steps 4 through 6.*

NOTES

- *The Account Number should be a 4-digit number.*
- *If a new Account Number is programmed, the old one is erased.*
- *If a new Account Number entered already exists for another account, the entry is rejected. Enter a different Account Number.*

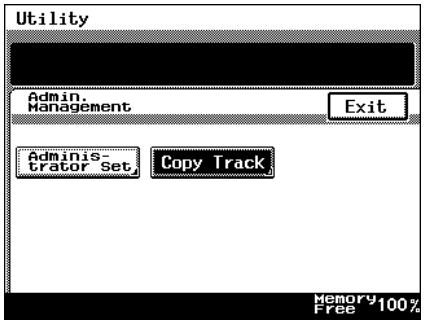
7 Touch **Exit** .

Programming the Access Code

An access code can be programmed when “100 Accounts” is selected.

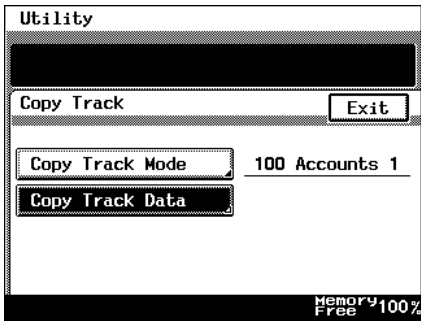
1 To show the **Copy Track** key on the Touch Panel, follow the steps given in “Setting Admin. Management.” ☞p. 4-18

2 Touch **Copy Track** .



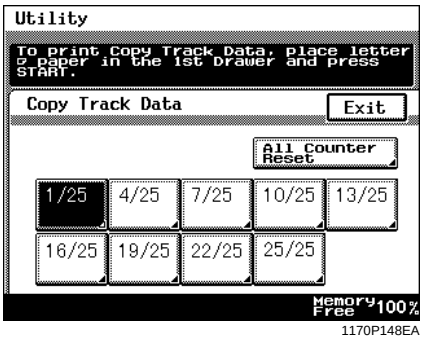
1168P143CB

3 Touch **Copy Track Data** .



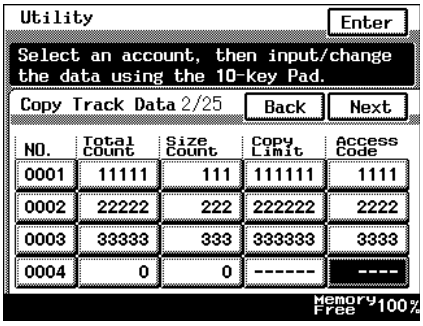
1168P147CB

4 Select the page number on which the target account is shown.



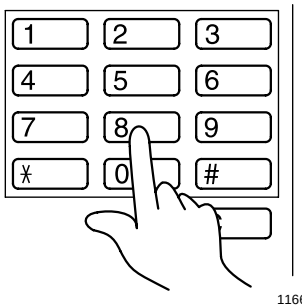
1170P148EA

5 Touch the Access Code key of the target account.



1168P150CC

6 Enter the access code from the 10-key Pad. Then, touch **Enter** .



1166O030AA

Useful Tips

- *To correct a number entry, press the C key and then enter the new number.*
- *If you want to program an access code for another account, repeat steps 4 through 6.*

NOTES

- *The access code should be a 4-digit number.*
- *If a new access code is programmed, the old one is erased.*
- *If a new access code entered already exists for another account, the entry is rejected. Enter a different access code.*

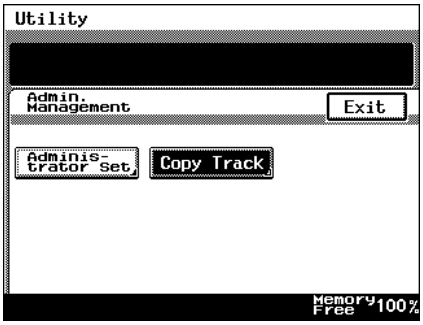
7 Touch **Exit** .

Setting a Copy Limit for Each Account

A limit for the number of copies made can be set for each account when "100 Accounts" is selected.

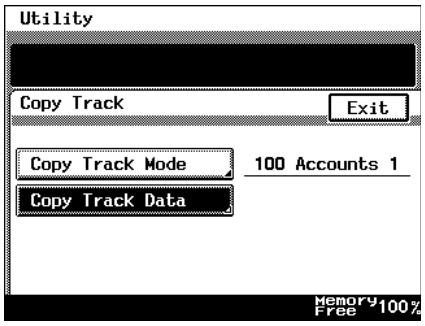
1 To show the **Copy Track** key on the Touch Panel, follow the steps given in "Setting Admin. Management." ☞p. 4-18

2 Touch **Copy Track** .



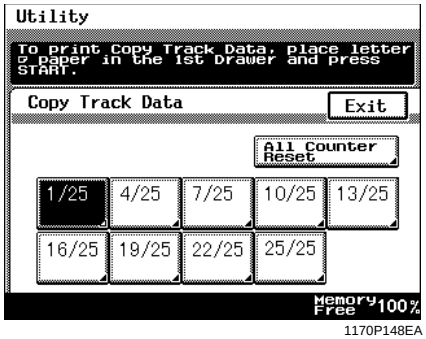
1168P143CB

3 Touch **Copy Track Data** .



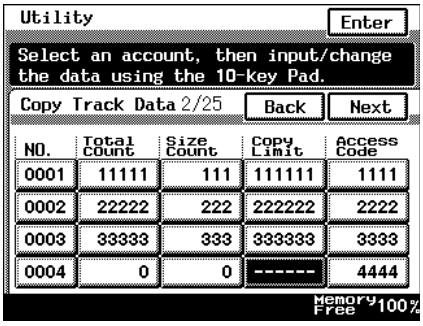
1168P147CB

4 Select the page number on which the target account is shown.



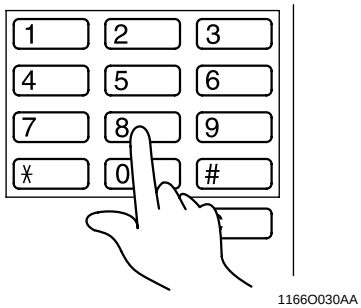
1170P148EA

5 Touch the Copy Limit key of the target account.



1168P151CC

6 Enter a number for the Copy Limit from the 10-key Pad. Then, touch **Enter** .



1166O030AA

Useful Tips

- *To correct a number entry, press the C key and then enter the new number.*
- *If you want to set a Copy Limit for another account, repeat steps 4 through 6.*

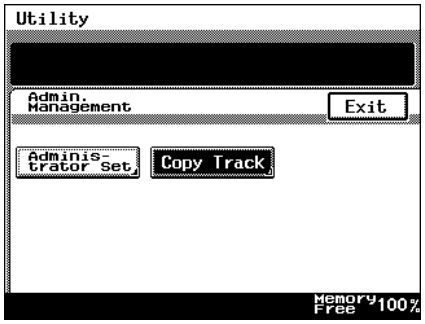
7 Touch **Exit** .

Clearing Counters for Each Account

A counter can be cleared for each account when "100 Accounts" or "1000 Accounts" is selected. It is also possible to clear all counters of all accounts at once.

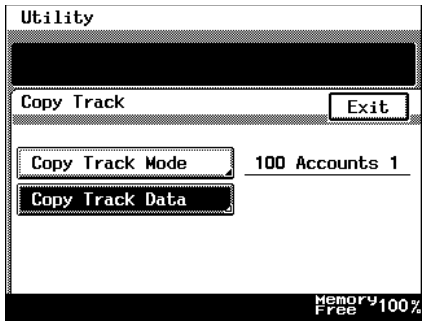
1 To show the **Copy Track** key on the Touch Panel, follow the steps given in "Setting Admin. Management."
☞p. 4-18

2 Touch **Copy Track** .



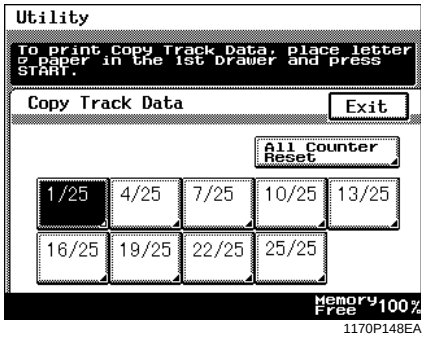
1168P143CB

3 Touch **Copy Track Data** .



1168P147CB

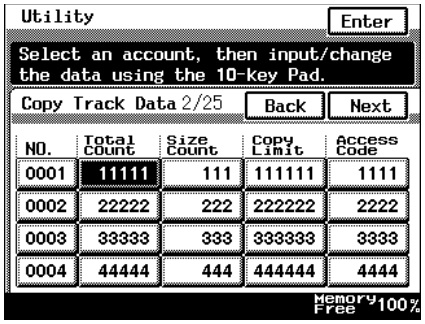
4 Select the page number on which the target account is shown.



1170P148EA

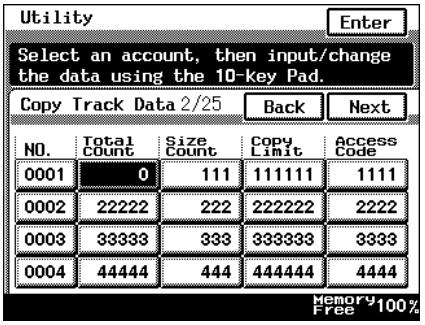
Useful Tip
To clear the counters of all accounts at once, touch **All Counter Reset** .

5 Touch the Total count or Size count key of the target account.


Utility
Enter
Select an account, then input/change the data using the 10-key Pad.
Copy Track Data 2/25
Back
Next
NO. Total Count Size Count Copy Limit Access Code
0001 11111 111 111111 1111
0002 22222 222 222222 2222
0003 33333 333 333333 3333
0004 44444 444 444444 4444
Memory Free 100%

1168P152CC

6 Press the C key and then touch **Enter** .


Utility
Enter
Select an account, then input/change the data using the 10-key Pad.
Copy Track Data 2/25
Back
Next
NO. Total Count Size Count Copy Limit Access Code
0001 0 111 111111 1111
0002 22222 222 222222 2222
0003 33333 333 333333 3333
0004 44444 444 444444 4444
Memory Free 100%

1168P153CC

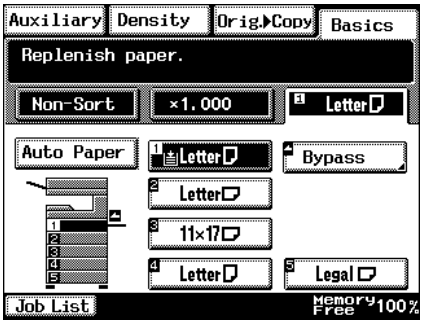
Useful Tips
- *To undo a clear operation, press the Interrupt key.*
- *If you want to clear the counter of another account, repeat steps 4 through 6.*

7 Touch **Exit** .

Chapter 5

When a Message Appears

1. When the Message “The current Paper Drawer is empty.” Appears



1170P154EB

When the drawer currently selected for use runs out of paper, the message shown on the left appears. The current copy cycle is interrupted and you cannot start a new copy cycle.

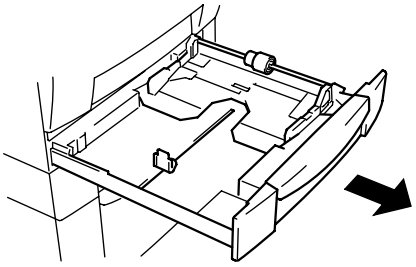
The blinking drawer has run out of paper.

Add paper by using the following procedure.

Adding paper

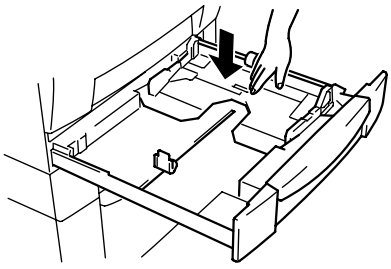
1st Drawer

1 Slide out the 1st Drawer.



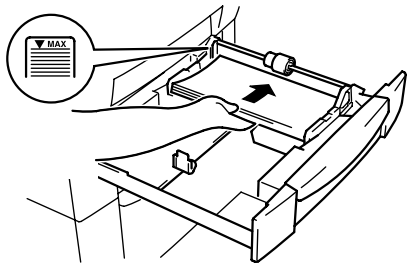
1166O077AA

2 Press the Paper Lifting Plate down until it locks.



1166O078AA

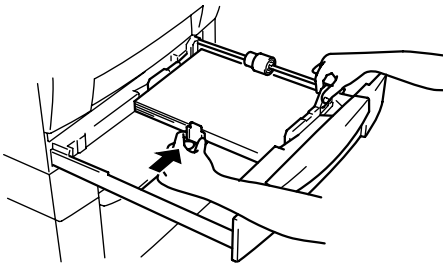
3 Load the paper stack into the Drawer so that its front side faces up.



1166O079AA

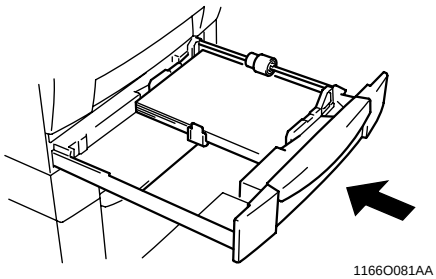
NOTE
The paper should be loaded no higher than the ▼ (Max. Level Indicator).

4 Pinch the tabs on the Edge Guide and Trailing Edge Stop and slide them to the exact size of the paper loaded.



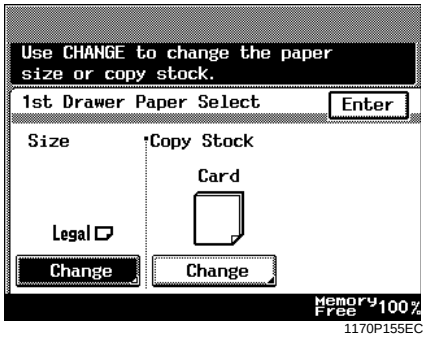
1166O080AB

5 Slide the Drawer back in.



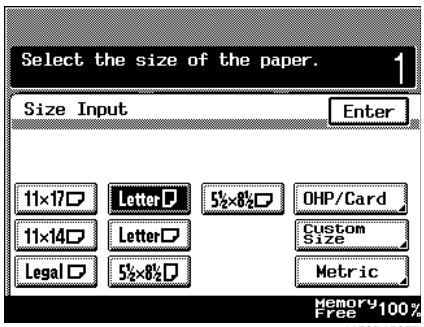
1166O081AA

6 Touch **Change** on the 1st Drawer Paper Select screen.



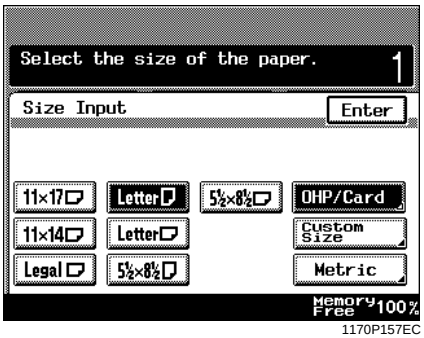
1170P155EC

7 Touch the key of the desired paper size.



1170P156EB

8 Touch **OHP/Card**.

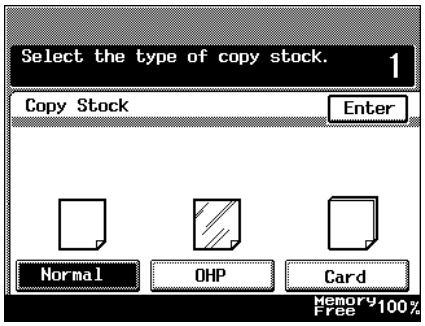


1170P157EC

Useful Tip

Select **Card** when labels have been loaded.

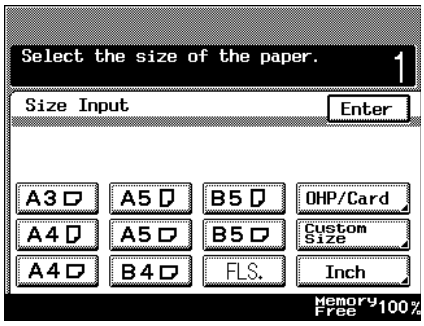
9 Select the type of paper and touch **Enter**.



1168P158CC

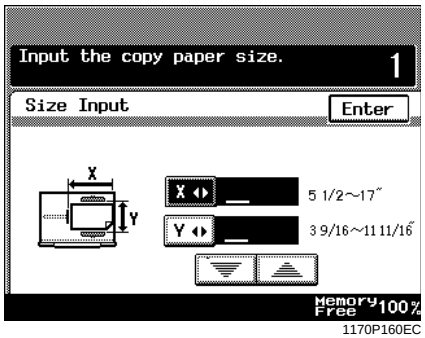
10 Touch **Enter**.

<Using Metric Size Paper>
When you want to use metric size paper, touch **Metric** on the screen given in step 7 and you have a screen that allows you to select a metric paper size.



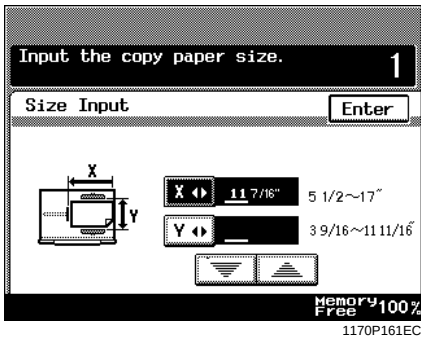
1170P159EB

<Using Nonstandard Size Paper>
• When you use a nonstandard size paper, touch **Custom Size** on the screen given in step 7 and you have the following screen.



1170P160EC

• Touch ▼ or ▲ to set the whole number for X and touch the **X** key. The underline moves to the right. Then touch ▼ or ▲ to set the fractional number and touch the **X** key. Now the value for X has been fixed.



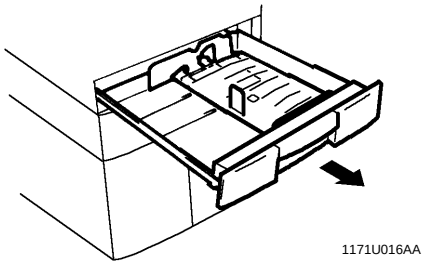
1170P161EC

• Do the same for **Y** .
• Touch **Enter** .

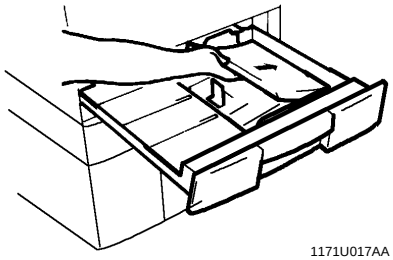
NOTES
- *When the maximum size (17") is set for* **X** *, the maximum size that can be set for* **Y** *becomes 11".*
- *When the maximum size (11-3/4") is set for* **Y** *, the maximum size that can be set for* **X** *becomes 16-1/2".*

2nd Drawer

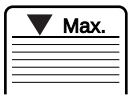
1 Slide out the drawer.


1171U016AA

2 Load the paper stack into the Drawer so that its front side faces up.

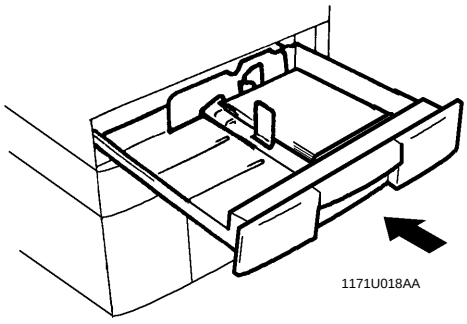

1171U017AA

NOTE
The paper should be loaded no higher than the ▼ (Max. Level Indicator).



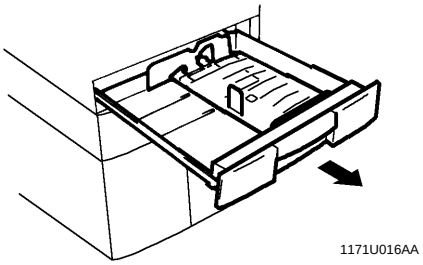
1145O555KA

3 Slide the Drawer back in.

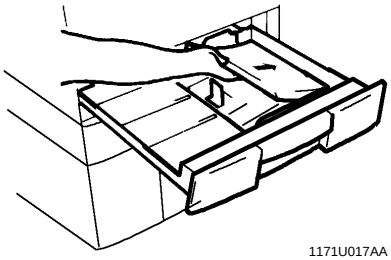

1171U018AA

Paper Feed Unit PF-108

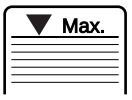
1 Slide out the drawer.


1171U016AA

2 Load the paper stack into the Drawer so that its front side faces up.

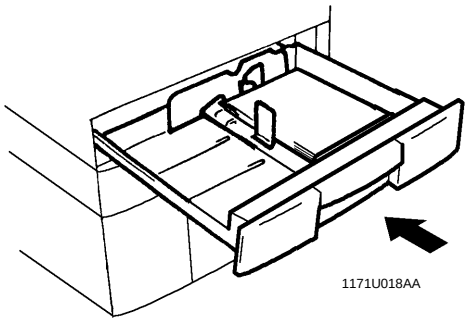

1171U017AA

NOTE
The paper should be loaded no higher than the ▼ (Max. Level Indicator).



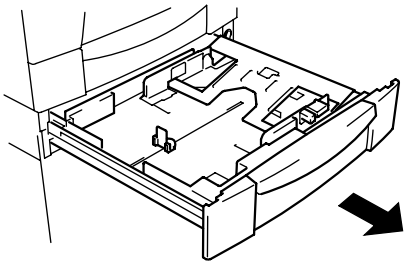
1145O555KA

3 Slide the Drawer back in.


1171U018AA

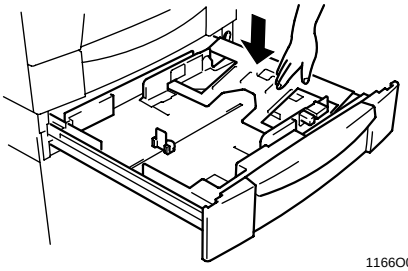
Paper Feed Unit PF-110

1 Slide out the drawer.



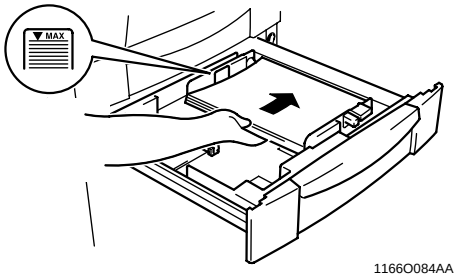
1166O082AA

2 Press the Paper Lifting Plate down until it locks.



1166O083AA

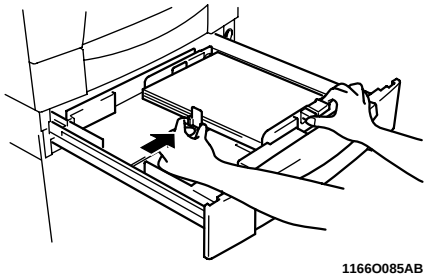
3 Load the paper stack into the Drawer so that its front side faces up.



1166O084AA

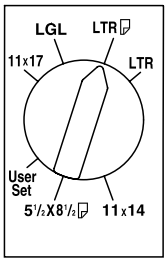
NOTE
The paper should be loaded no higher than the ▼ *(Max. Level Indicator).*

4 Pinch the tabs on the Edge Guide and Trailing Edge Stop and slide them to the exact size of the paper loaded.



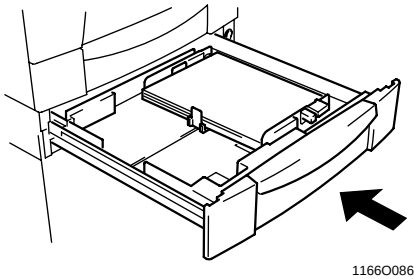
1166O085AB

5 Turn the Paper Setting Dial to the position corresponding to the current paper size.



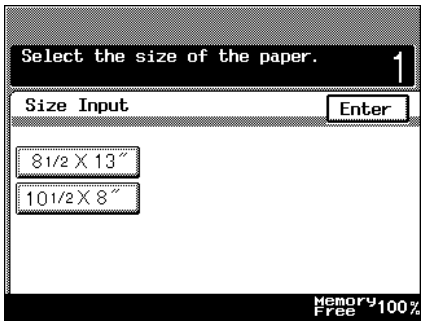
1166O209EB

6 Slide the Drawer back in.



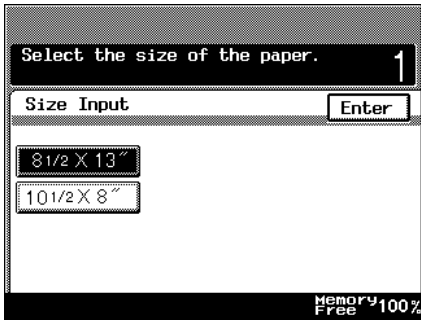
1166O086AA

<When turning the Paper Setting Dial to “User Set”>
Turning the Paper Setting Dial to “User Set” accesses a screen from which you can choose an alternative paper size.



1170P184EA

Touch the desired paper size and then touch **Enter** .

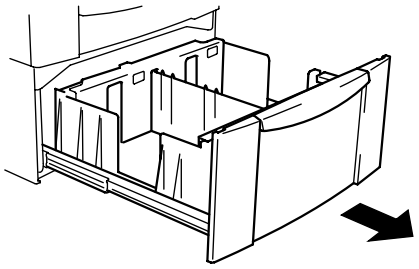


1170P185EA

NOTE
To cancel the paper size selected, touch another selection.

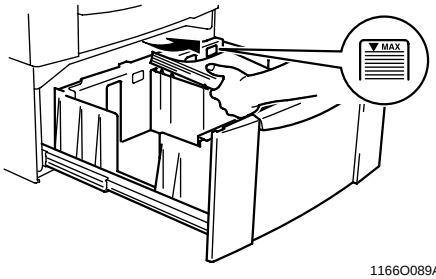
Large Capacity Cabinet

1 Slide out the drawer.



1166O088AA

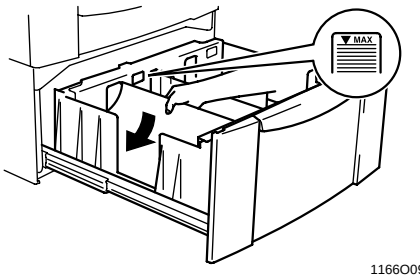
2 Load the paper stack into the right half of the drawer, front side face up. Press the leading edge of the paper stack tightly up against the right side of the Drawer.



1166O089AA

NOTE
The paper should be loaded no higher than the ▼ (Max. Level Indicator).

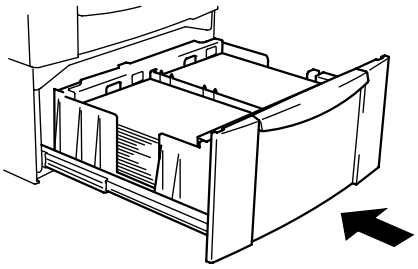
3 Load another paper stack into the left half of the drawer, front side face up. Press the leading edge of the paper stack tightly up against the left side of the Drawer.



1166O090AA

NOTE
The paper should be loaded no higher than the ▼ (Max. Level Indicator).

4 Slide the drawer back in.



1166O091AA

2. When the Message “Add Toner.” Appears

The message “Please add toner.” appears when toner is soon running out. You can still make copies, but the image density will become lighter and lighter. It is recommended therefore that you replace the Toner as soon as possible.

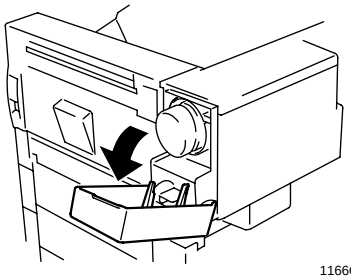
When toner has run out, the message shown below appears and you can no longer start a new copy cycle.

1168P164CB

Replace the Toner Bottle with a new one by following the procedure given below.

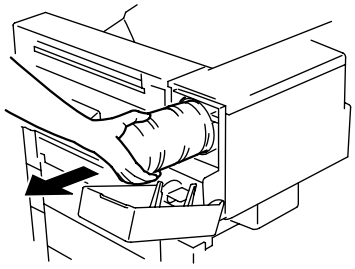
Replacing the Toner Bottle

1 Open the Toner Bottle Cover.



1166O092AA

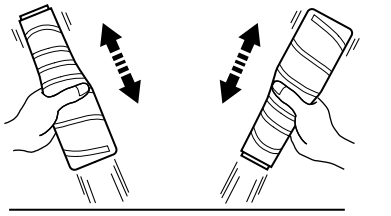
2 Gently pull out the used Bottle.



1166O093AB

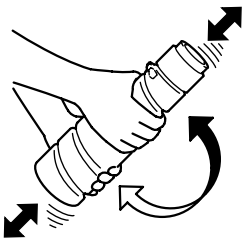
NOTE
If the Toner Bottle Cover is opened while the Bottle is turning, the Bottle may be locked in place. If this happens, close the Cover, wait for the Bottle to stop, and try again.

3 Sharply tap the new Toner Bottle against a desk or other hard surface four to five times. Then turn the Toner Bottle upside down and tap it the same way again.



1166O228AA

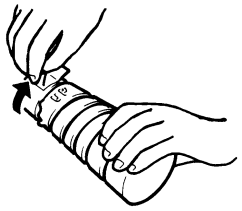
4 Shake the new Toner Bottle well and turn it over lengthwise five times.



1166O095AA

NOTE
Make sure to carry out the procedure above to agitate the toner well before installing the toner bottle in case the toner has settled.

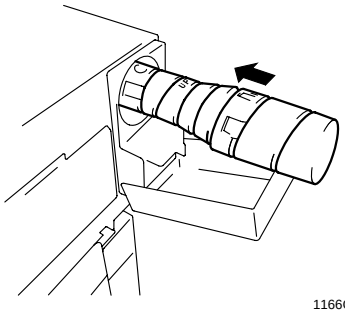
5 With the Seal on the Toner Bottle facing up, slowly peel off the Seal as illustrated.



1139O1390A

NOTE
Be careful, some toner may puff out from the bottle.

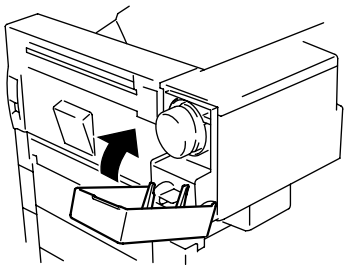
6 With the "UP" marking on top, insert and push the Bottle into position.



1166O219AA

NOTE
Push the Bottle up to the black line on it.

7 Close the Toner Bottle Cover.



1166O096AA

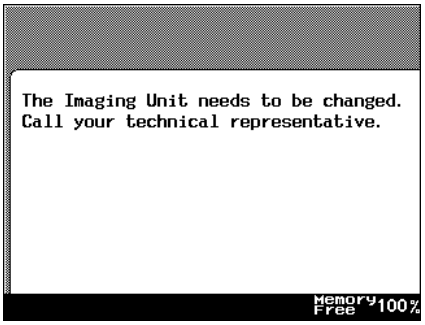
NOTES
- *Use ONLY the specified toner for this copier. Using any other toner could result in trouble.*
- *Do not throw away, but keep, the used Toner Bottle which will be collected by your Tech. Rep.*
- *Be careful not to drop the Toner Bottle from a 3 feet or more height. It may cause damage to the Toner Bottle.*
- *When the Toner Bottle Cover is closed, the copier automatically starts replenishing the supply of toner. During this period, do not attempt to turn OFF the Power Switch or open the Right Door.*

Toner Replenisher
Use the Toner Replenisher function available from the Utility Mode if the image is light immediately after the Toner Bottle has been replaced with a new one. ☞*p. 4-16*

3. When the Message “Please change Imaging Unit.” Appears

1168P438CA

The Imaging Unit life will expire within approx. 5000 images after the message on the left appears. After approx. 5000 images the machine will cease operation until a new Imaging Unit is installed. Please call your technical representative for a replacement Imaging Unit.

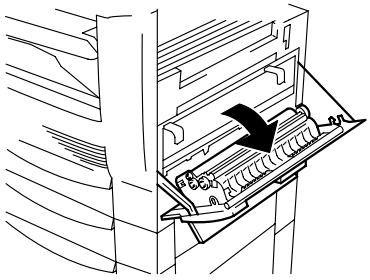


1168P131CB

When the life span of the Imaging Unit expires, the message on the left appears. Please call your technical representative.

Changing the Imaging Unit

1 Unlock and open the Right Door.

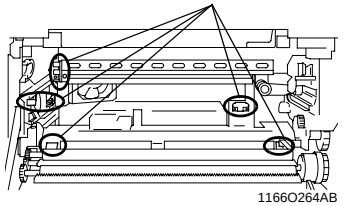


1166O158AA

⚠ CAUTION

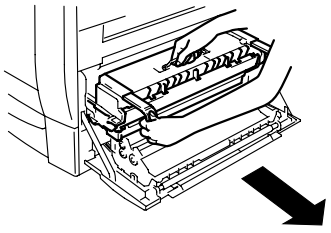
NEVER touch the electrical contacts inside the right door and underneath the Imaging Unit, as an electrostatic discharge may damage the copier.

Electrical Contacts



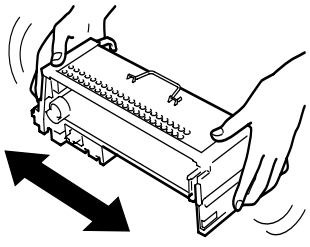
1166O264AB

2 Holding onto the green hooks at the front and rear of the Imaging Unit, carefully pull out the old Imaging Unit. Then, holding onto the handle on the top side of the Imaging Unit, take the Imaging Unit out of the copier.



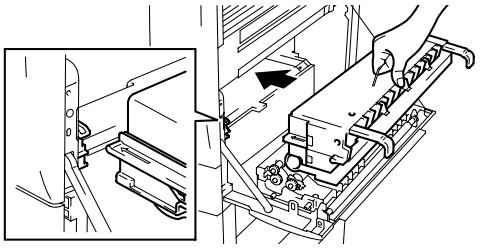
1166O159AA

3 Shake the new Imaging Unit horizontally.



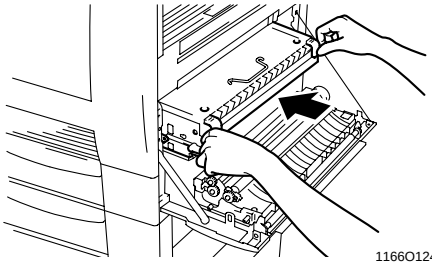
1166O058AA

4 Align the green labels on the new Imaging Unit with those on the rails in the copier, then slide the Imaging Unit into the copier.



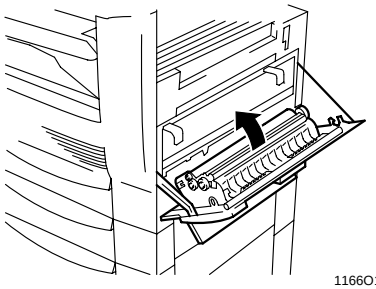
1166O254AA

5 Holding onto the green hooks of the Imaging Unit, push the Imaging Unit all the way into the copier until a click is heard.



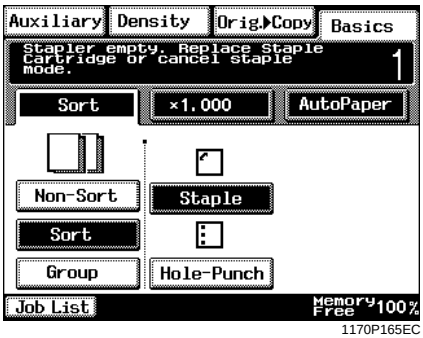
1166O124AA

6 Close the Right Door.



1166O125AA

4. When the Message “Stapler Empty.” Appears

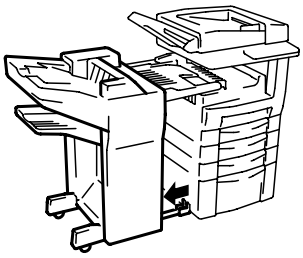


1170P165EC

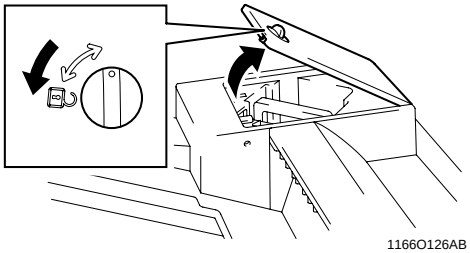
The message shown on the left appears when the staples are running out. Reload the Staple Cartridge with a new clip by following the procedure given below.

Reloading the Staple Cartridge

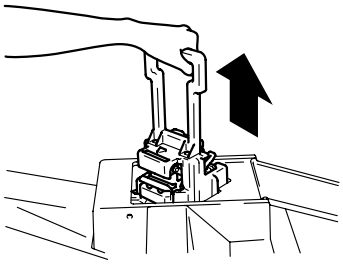
1 Slide the Finisher/Mailbin Finisher away from the copier.


1166O165AA

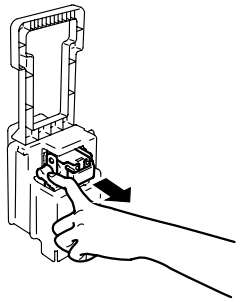
2 Press and turn the knob and open the cover at the rear of the Finisher.


1166O126AB

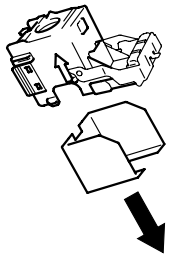
3 Pull the Stapler Unit out of the well.


1166O127AA

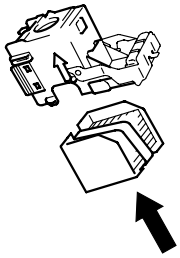
4 While pressing down the green lever, pull out the Staple Cartridge.


1166O128AA

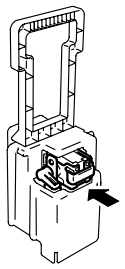
5 Remove the empty staple clip from the Staple Cartridge.


1166O129AA

6 Load a new staple clip into the Staple Cartridge and carefully peel off the Seal.

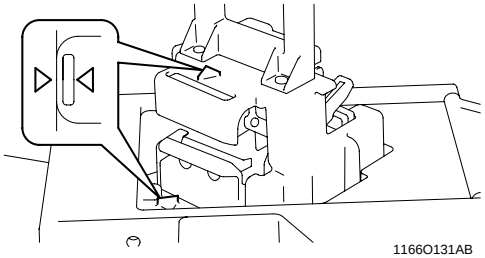

1166O161AD

7 Insert the new Staple Cartridge into the Stapler Unit until it clicks into place.



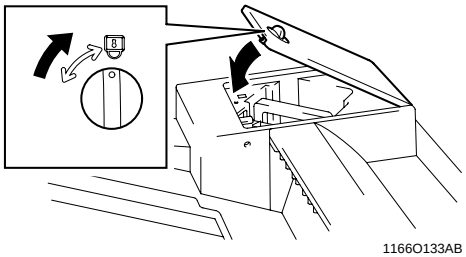
1166O130AB

8 Align the arrows and firmly push the Stapler Unit down into the well.



1166O131AB

9 Press and turn the Knob to lock the cover.

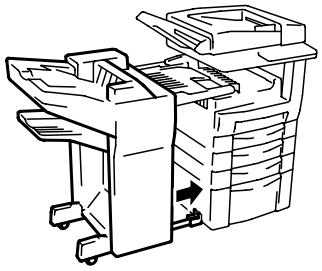


1166O133AB

NOTES

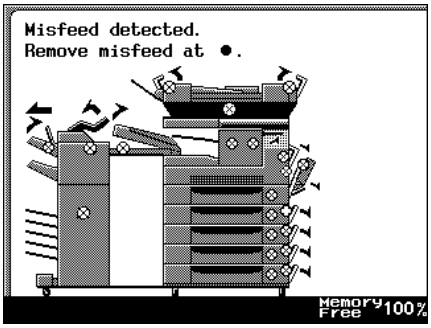
- *After the Staple Cartridge has been reloaded, the Finisher automatically runs a test-stapling sequence with the first copy set/stack after the replacement.*
- *Reload the Staple Cartridge only after you are prompted to do so by the message. Removing the Staple Cartridge before then will result in stapling trouble.*

10 Slide the Finisher/Mailbin Finisher back against the copier.



1166O176AA

5. When the Message “A paper misfeed has been detected.” Appears



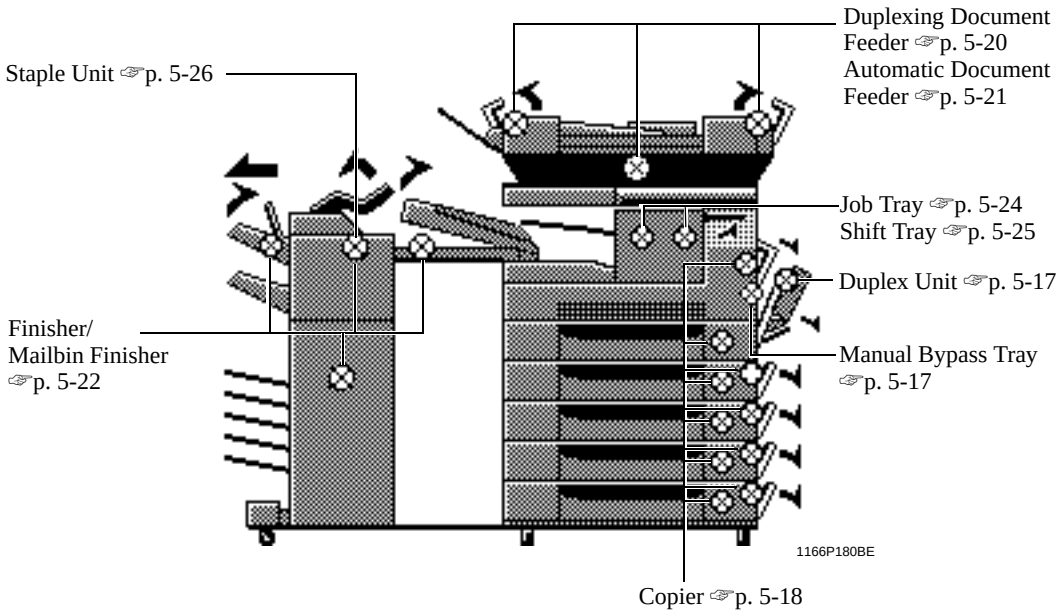
1168P167CD

If a paper misfeed occurs during a copy cycle, the message shown on the left appears and that particular copy cycle is stopped in the middle of operation.

Clear the misfed sheet of paper according to the procedure given below.

Misfeed Location Displays

Different procedures are used to clear a misfed sheet of paper depending on the location. First, isolate the location, then clear the misfeed according to the procedure applicable to the misfeed occurring at that particular location. Please refer to the corresponding pages.

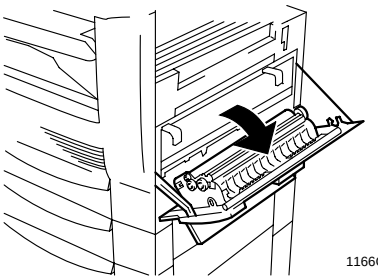

Duplexing Document Feeder ☞p. 5-20
Automatic Document Feeder ☞p. 5-21
Staple Unit ☞p. 5-26
Job Tray ☞p. 5-24
Shift Tray ☞p. 5-25
Duplex Unit ☞p. 5-17
Finisher/ Mailbin Finisher ☞p. 5-22
Manual Bypass Tray ☞p. 5-17
Copier ☞p. 5-18

1166P180BE

Misfeed Clearing Procedures

Manual Bypass Tray

1 Unlock and open the Right Door.

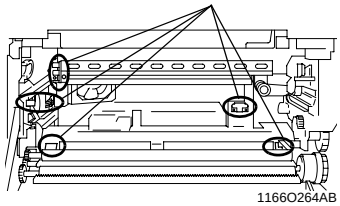


1166O158AA

⚠ CAUTION

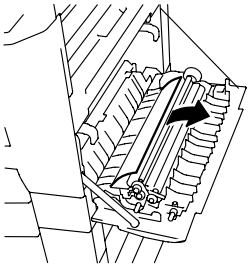
NEVER touch the electrical contacts inside the right door and underneath the Imaging Unit, as an electrostatic discharge may damage the copier.

Electrical Contacts



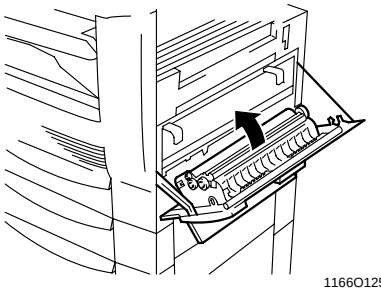
1166O264AB

2 Slowly and gently pull out the sheet of paper.



1166O179AA

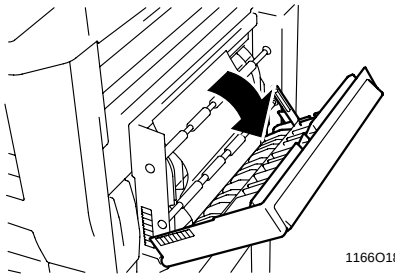
3 Close the Right Door.



1166O125AA

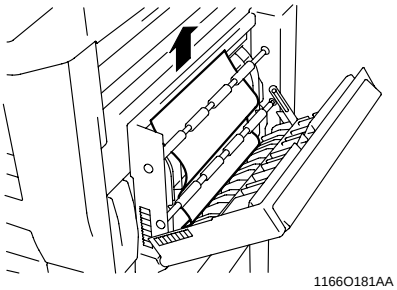
Duplex Unit

1 Open the Duplex Unit.



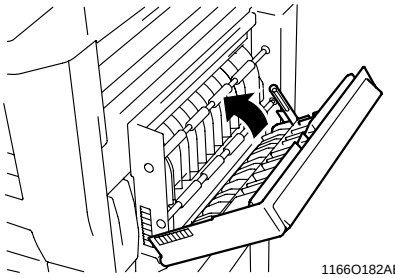
1166O180AA

2 Slowly and gently pull out the sheet of paper.



1166O181AA

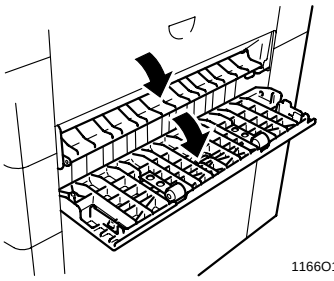
3 Close the Duplex Unit.



1166O182AB

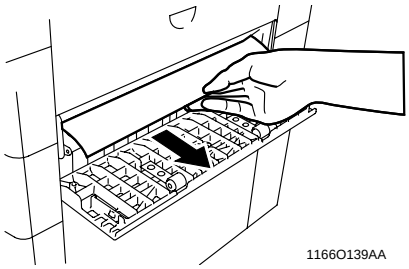
Copier

1 Open the right Side Panel and flip down the transparent paper guide.



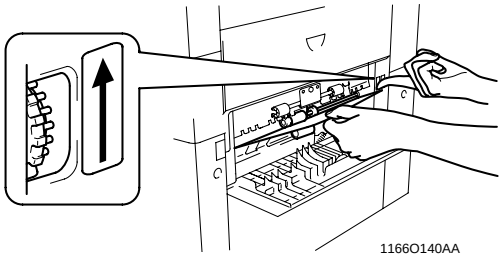
1166O138AA

2 Slowly and gently pull out the sheet of paper.



1166O139AA

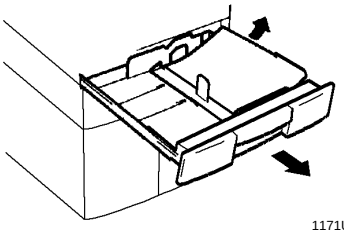
If the copier is equipped with a Large Capacity Cabinet, slowly pull out the sheet of paper while turning the green dial in the direction of the arrow.



1166O140AA

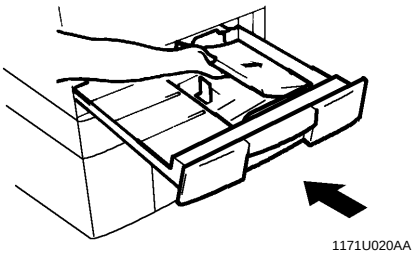
3 Close the Side Panel.

4 Slide out the drawer being used and remove the paper stack left in it.



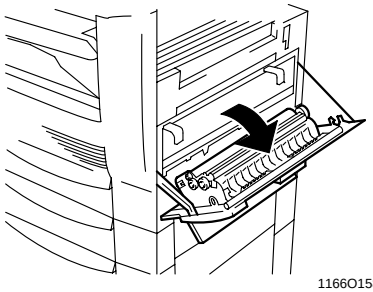
1171U019AA

5 Reload the paper stack in the drawer and slide the drawer back into the copier.



1171U020AA

6 Unlock and open the Right Door.

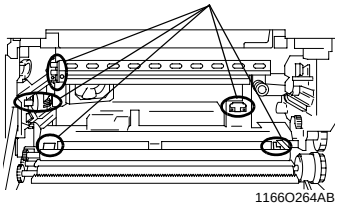


1166O158AA

⚠ CAUTION

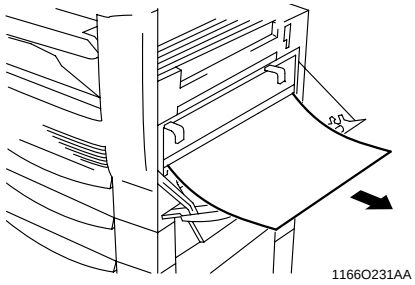
NEVER touch the electrical contacts inside the right door and underneath the Imaging Unit, as an electrostatic discharge may damage the copier.

Electrical Contacts



1166O264AB

7 Slowly and gently pull out the sheet of paper.

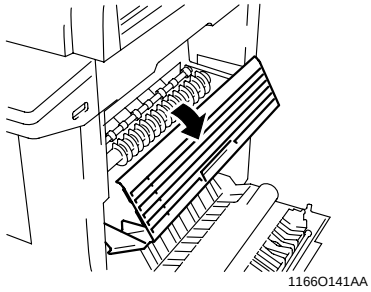


NOTE
Do not take out the Imaging Unit at this time.

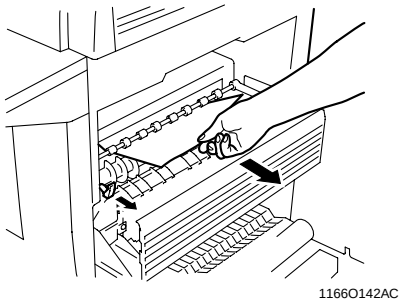
⚠ CAUTION

The area around the Fusing Unit is very hot. Do not touch anything but the paper to prevent you from getting burned.

8 Open the Upper Right Door.



9 Pull down the lever and gently pull out the sheet of paper.

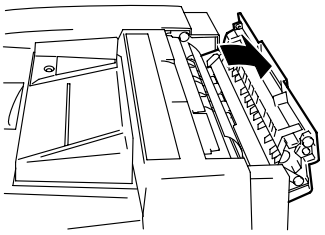


10 Push back the lever and close the Upper Right Door.

11 Close the Right Door.

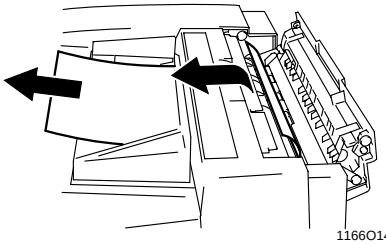
Duplexing Document Feeder

1 Open Misfeed Clearing Guide **F1**.



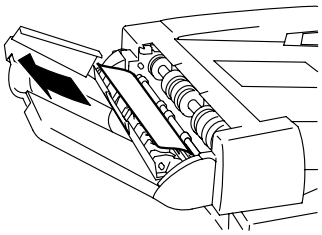
1166O256AA

2 Unload the originals from the Duplexing Document Feeder and gently pull out the original.



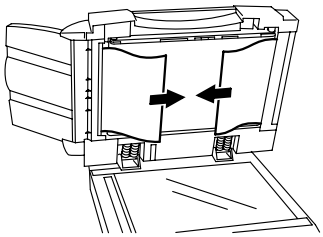
1166O144AB

3 Open Misfeed Clearing Guide **F2** and gently pull out the original.



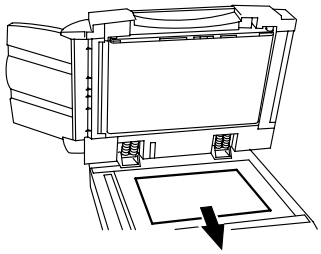
1166O145AB

4 Raise the Duplexing Document Feeder and gently pull out the original.



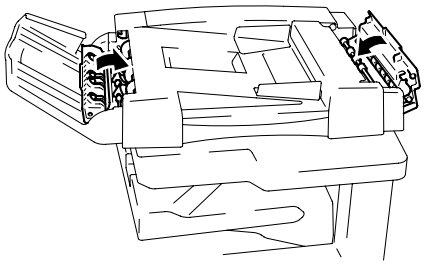
1166O146AA

5 Remove the paper on the Original Glass and lower the Duplexing Document Feeder.



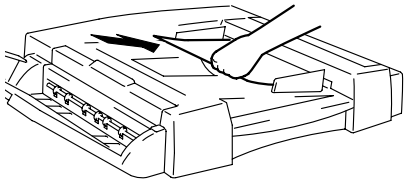
1166O147AA

6 Close Misfeed Clearing Guides **F1** and **F2**.



1166O148AA

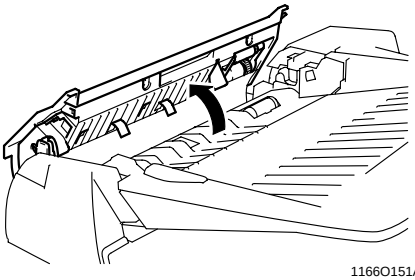
7 Reload the originals as instructed on the Touch Panel.



1166O149AA

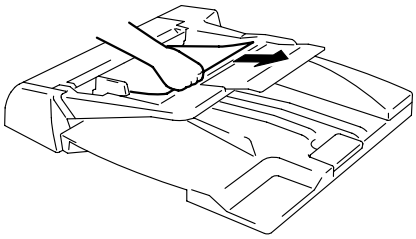
Automatic Document Feeder

1 Open the Misfeed Clearing Guide.



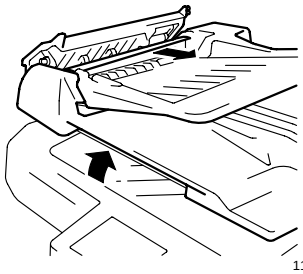
1166O151AA

2 Unload the originals from the Automatic Document Feeder.



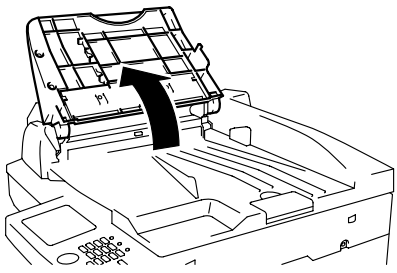
1166O150AA

3 Raise the Automatic Document Feeder and gently pull out the original.



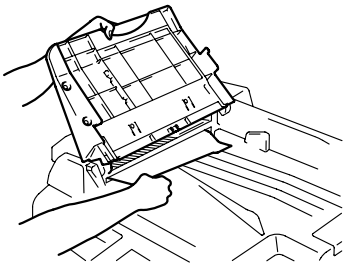
1166O152AB

4 Open the Document Feed Tray.



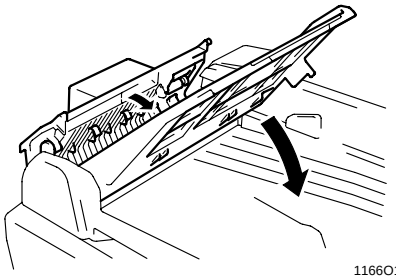
1166O153AB

5 Pulling up the Document Feed Tray, gently pull out the original.



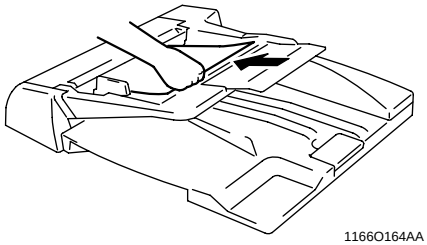
1166O162AA

6 Bring the tray and Misfeed Clearing Guide back down.



1166O163AA

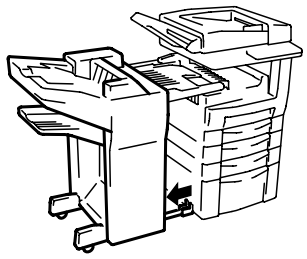
7 Reload the originals as instructed on the Touch Panel.



1166O164AA

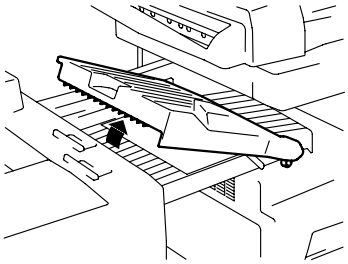
Finisher and Mailbin Finisher

1 Slide the Finisher/Mailbin Finisher away from the copier.



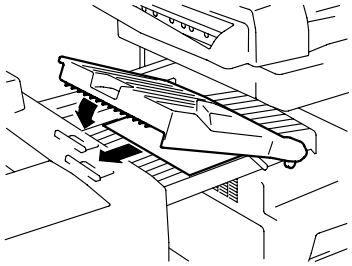
1166O165AA

2 Open the Transport Unit Cover.



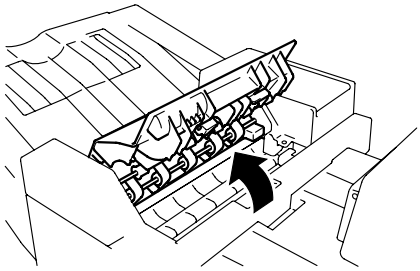
1166O160AA

3 Remove the sheet of paper and close the Transport Unit Cover.



1166O167AA

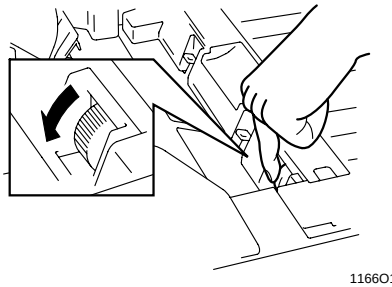
4 Open Misfeed Clearing Guide **FN2**.



1166O168AA

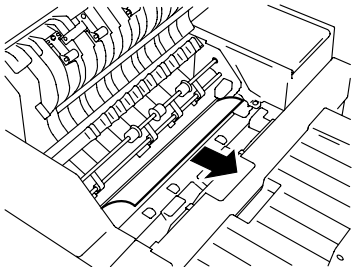
> ⚠ CAUTION
>
> Metallic parts inside the Misfeed Clearing Guide **FN2** are very hot. Do not touch anything but the paper to prevent you from getting burned.

5 If “Hole Punch” has been set, turn the Hole Punch Adjustment Dial ten times downward. Remove the sheet of paper.



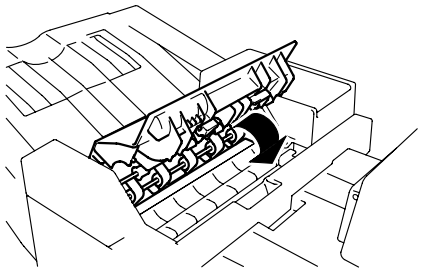
1166O169AC

6 Open Misfeed Clearing Guide **FN3** and remove the sheet of paper.



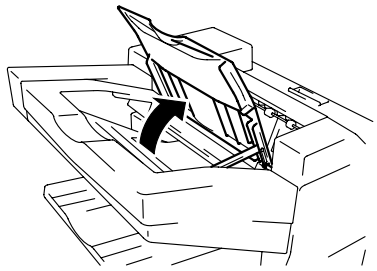
1166O171AA

7 Close Misfeed Clearing Guide **FN3** and **FN2**.



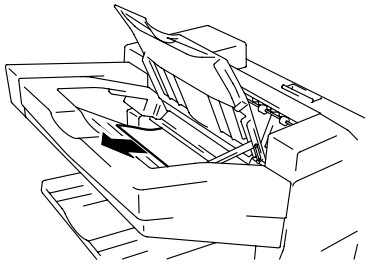
1166O172AA

8 Open Misfeed Clearing Guide **FN1**.



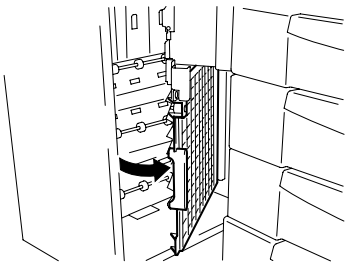
1166O173AA

9 Remove the sheet of paper and close Misfeed Clearing Guide **FN1**.



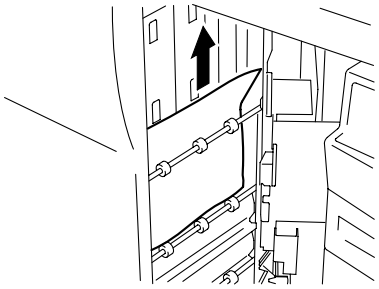
1166O174AA

10 Open Misfeed Clearing Guide **FN4** at the right side of the Mailbin Finisher.



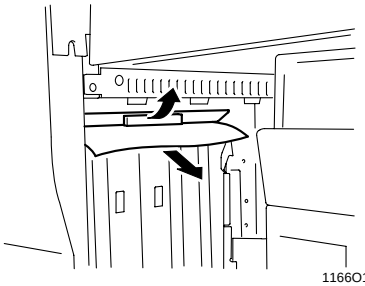
1166O183AA

11 Remove the sheet of paper.



1166O184AA

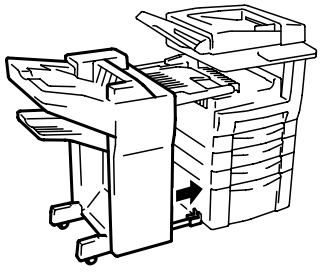
12 Raise Misfeed Clearing Guide **FN5** and remove the sheet of paper.



1166O185AA

13 Close Misfeed Clearing Guide **FN4**.

14 Slide the Finisher/Mailbin Finisher back against the copier.

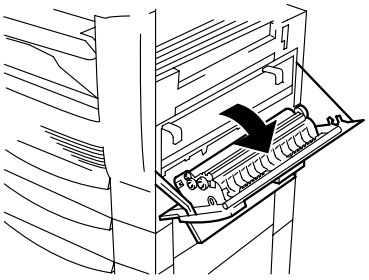


1166O176AA

NOTE
If a misfeed has occurred in the Stapler Unit, see "Clearing the Staple Misfeed" ☞*p. 5-26*

Job Tray

1 Unlock and open the Right Door.

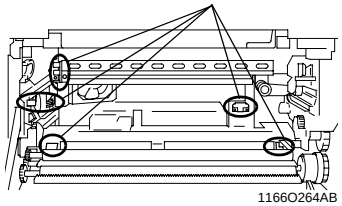


1166O158AA

⚠ CAUTION

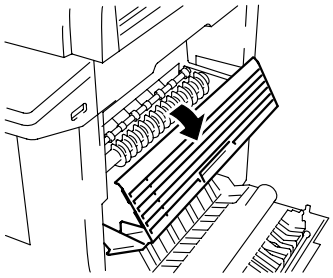
NEVER touch the electrical contacts inside the right door and underneath the Imaging Unit, as an electrostatic discharge may damage the copier.

Electrical Contacts



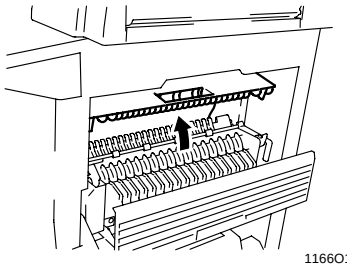
1166O264AB

2 Open the Upper Right Door.



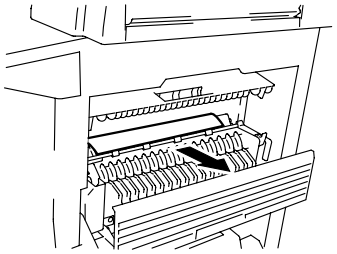
1166O141AA

3 Open the Job Tray Cover.



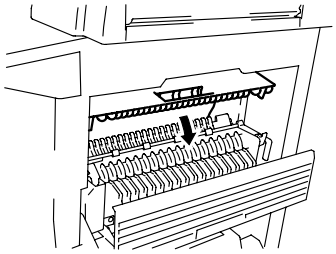
1166O155AA

4 Gently pull out the sheet of paper.



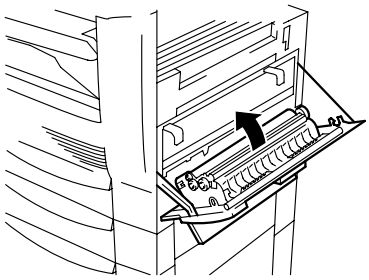
1166O156AA

5 Close the Job Tray Door.



1166O132AA

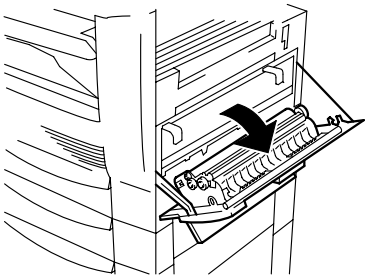
6 Close the Upper Right Door and then close the Right Door.



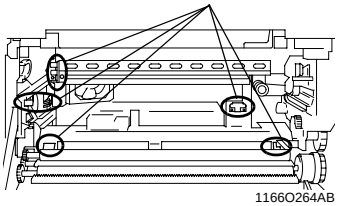
1166O125AA

Shift Tray

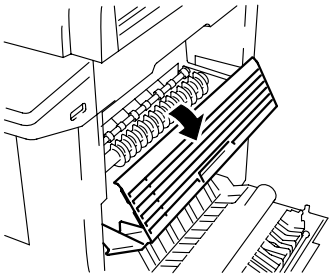
1 Unlock and open the Right Door.



1166O158AA

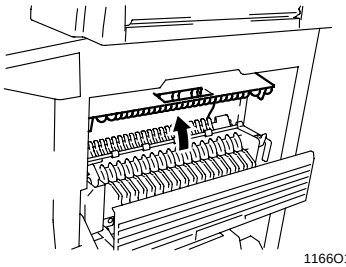
> ⚠ CAUTION
>
> NEVER touch the electrical contacts inside the right door and underneath the Imaging Unit, as an electrostatic discharge may damage the copier.
>
> Electrical Contacts
>
> 
>
> 1166O264AB

2 Open the Upper Right Door.



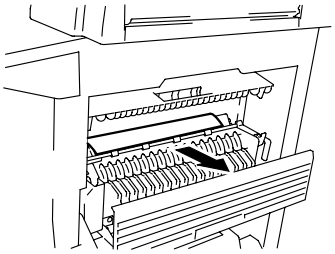
1166O141AA

3 Open the Shift Tray Cover.



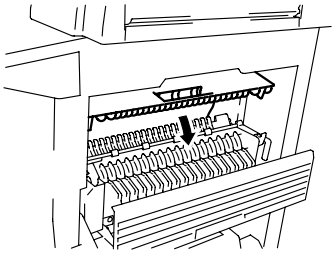
1166O155AA

4 Gently pull out the sheet of paper.



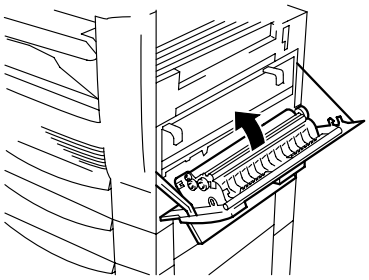
1166O156AA

5 Close the Shift Tray Cover.



1166O132AA

6 Close the Upper Right Door and then close the Right Door.

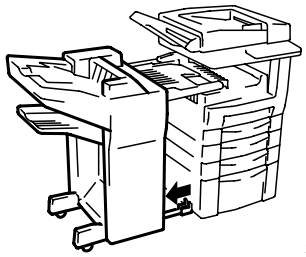


1166O125AA

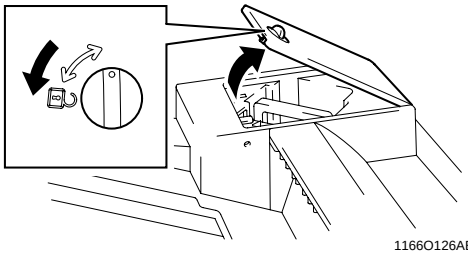
6. When a Staple Misfeed Occurs

Clearing the Staple Misfeed

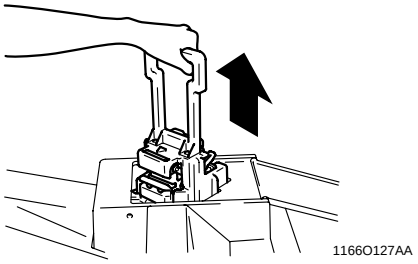
1 Slide the Finisher/Mailbin Finisher away from the copier.



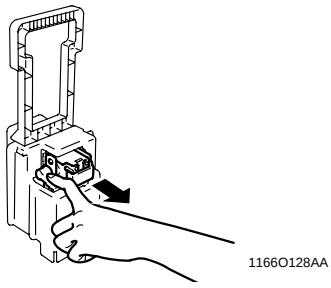
2 Press and turn the knob to open the cover at the rear of the Finisher.



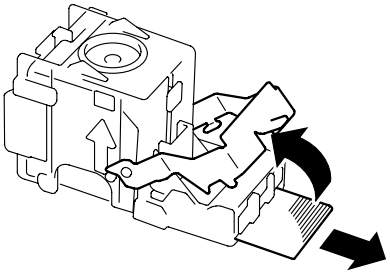
3 Pull the Stapler Unit out of the well.



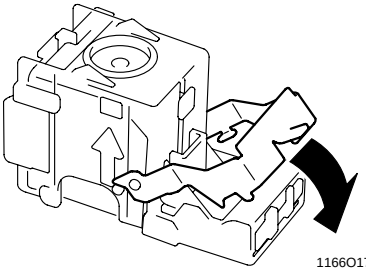
4 While pressing down the green lever, pull out the Staple Cartridge.



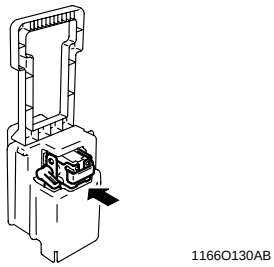
5 Push up the guide of the Staple Cartridge and pull out one staple sheet.



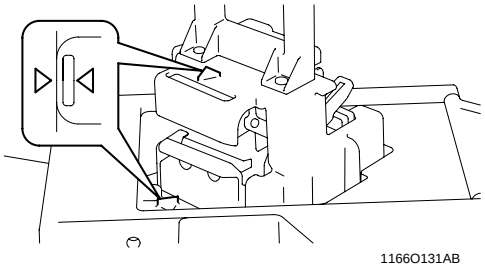
6 Return the guide back to its original position.



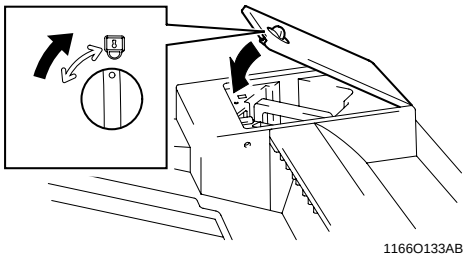
7 Insert the Staple Cartridge into the Stapler Unit until it clicks into place.



8 Align the arrows and firmly push the Stapler Unit down into the well.

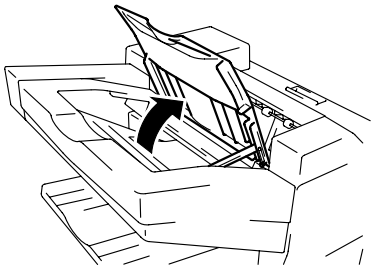


9 Press and turn the knob to lock the cover.



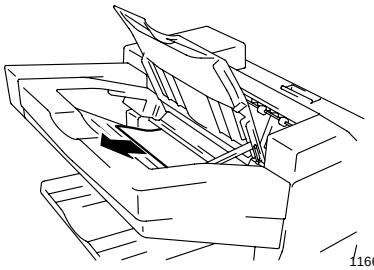
1166O133AB

10 Open Misfeed Clearing Guide **FN1**.



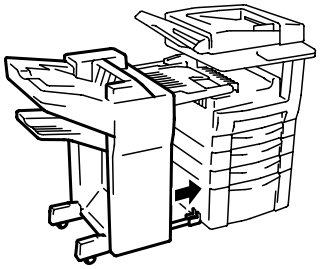
1166O173AA

11 Remove the sheet of paper and close Misfeed Clearing Guide **FN1**.



1166O174AA

12 Slide the Finisher/Mailbin Finisher back against the copier.



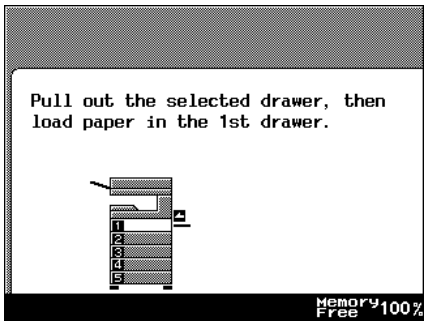
1166O176AA

NOTE
After a staple misfeed has been cleared, the Staple Unit runs idly a maximum of about 10 stapling sequences without actually driving staples into paper. What the Staple Unit is doing is feeding a staple sheet to the required position.

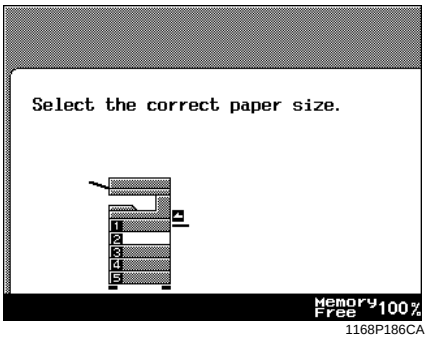
7. When a Size Error Message Appears

Clearing a Size Error

After clearing a paper misfeed, the size error message shown below may appear. If the paper size setting for a drawer does not agree with the actual paper size loaded in the drawer, a paper misfeed can occur.



1168P187CA

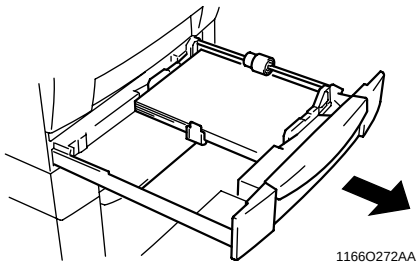


1168P186CA

NOTE
Call your Tech. Rep. when the size error occurs for the 2nd drawer or Paper Feed Unit PF-108.

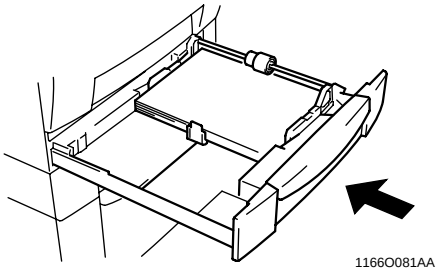
<1st Drawer>

1 Slide out the 1st Drawer.



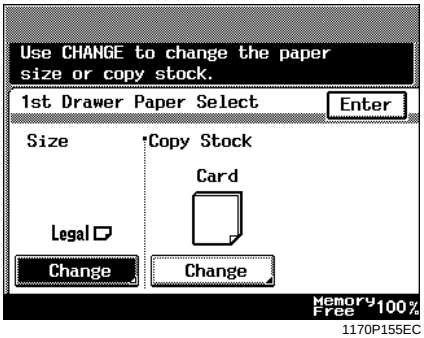
1166O272AA

2 Slide the Drawer back in.



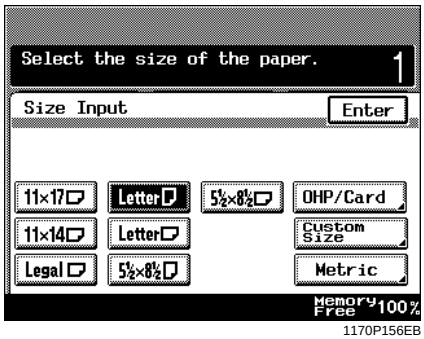
1166O081AA

3 Touch **Change** on the 1st Drawer Paper Select screen.



1170P155EC

4 Select the same size loaded in the drawer and touch **Enter**.

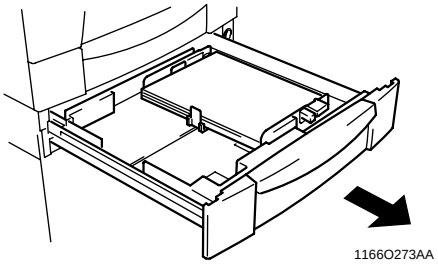


1170P156EB

5 Touch **OHP/Card**, select the type of paper and touch **Enter**.

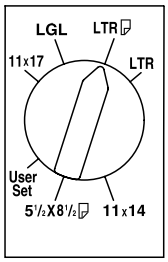
<Paper Feed Unit PF-110>

1 Slide out the drawer.



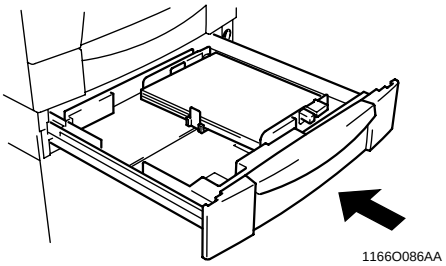
1166O273AA

2 Turn the Paper Setting Dial to the position corresponding to the current paper size loaded in the drawer.



1166O209EB

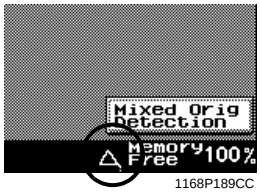
3 Slide the Drawer back in.



1166O086AA

8. What Does Each Message Mean?

What does each message mean?

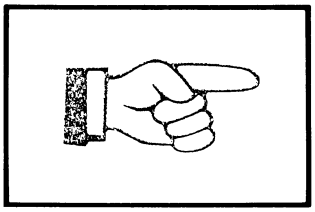
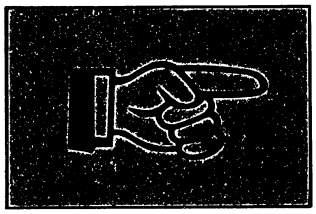
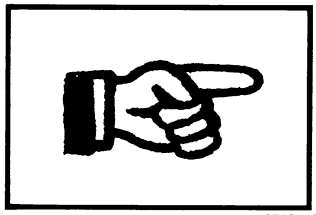
Message	Cause	Action
A malfunction was detected. The SMART controller has called your Technical Representative.	The copier malfunctioned and is unable to make copies.	Call and inform your Technical Representative of the code being shown on the Touch Panel.
Please add toner.	Toner has run out and the copier is unable to make copies.	Replace the Toner Bottle with a new one. (When the Message "Add Toner." Appears ☞p. 5-10)
The Imaging Unit needs to be changed. Call your technical representative.	The PC Drum has reached its service life and the copier is unable to make copies.	Call your Technical Representative.
Stapler empty. Replace Staple Cartridge or cancel Staple mode.	The staples have run out.	Reload the Staple Cartridge with a new clip. (When the Message "Stapler Empty." Appears ☞p. 5-14)
 1168P189CC	The time has come when the copier needs service.	Call your Technical Representative.
Return the following number of originals to Document Feeder.	After a misfed sheet of paper has been cleared, you need to reload the originals fed out onto the Document Exit Tray onto the Document Feed Tray.	Add the number of originals indicated to the bottom of the remaining stack and reload.
Cannot ××××: not enough free memory.	The copier is unable to scan the data for lack of memory space.	Wait until a print cycle is run or erase a reserved job to make room for new data.
Image data has caused memory overflow. Your copy job has been canceled.	The copier is unable to scan the data for lack of memory space.	Wait until a print cycle is run or erase a reserved job to make room for new data.
This mode cannot be selected with the ××××.	You have set two functions that conflict with each other.	Cancel either one of the two functions.

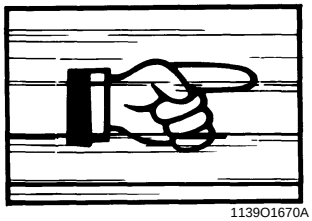
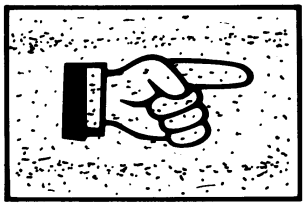
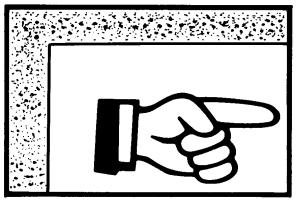
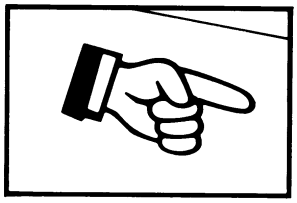
Chapter 6

Troubleshooting

1. When This Type of Copy is Produced

When this type of copy is produced

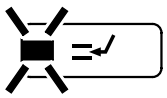
Symptom	Possible Cause	Action
The image is too light.  1074O108	The exposure level for the Auto Exposure mode is set at "Lighter."	Change the setting of "Auto Exposure Level" of User's Choice. ☞p. 4-6 Or, cancel the Auto Exposure mode and select Manual Exposure to adjust the exposure level to obtain a darker image. ☞p. 3-32
	The exposure level for the Manual Exposure mode is set at "Lighter."	Touch **Darker** as necessary to obtain a darker image. ☞p. 3-32
	You have been making copies from a photo or an original with a large dark area.	The copier needs more toner. Replenish toner by using Toner Replenisher of Utility Mode. ☞p. 4-16
	The Toner Bottle has just been replaced.	The copier needs more toner. Replenish toner by using Toner Replenisher of Utility Mode. ☞p. 4-16
	The message "Replenish Toner." is shown on the Touch Panel.	Replace the Toner Bottle. ☞p. 5-10
	The paper is damp.	Change the paper. ☞p. 5-2
The image is too dark.  1074O109	The exposure level for the Auto Exposure mode is set at "Darker."	Change the setting of "Auto Exposure Level" of User's Choice. ☞p. 4-6 Or, cancel the Auto Exposure mode and select Manual Exposure to adjust the exposure level to obtain a lighter image. ☞p. 3-32
	The exposure level for the Manual Exposure mode is set at "Darker."	Touch **Lighter** as necessary to obtain a lighter image. ☞p. 3-32
	The Original Glass surface is dirty.	Wipe the Original Glass clean with a soft dry cloth. ☞p. 7-8
	The original is not held tightly against the Original Glass.	Place the original in position so that it is held tightly against the Original Glass. ☞p. 2-22
The copy is blurry.  1074O110	The paper is damp.	Change the paper. ☞p. 5-2

Symptom	Possible Cause	Action
The copy has lines.  1139O1670A	The Original Glass is dirty.	Wipe the Original Glass clean with a soft dry cloth. ☞p. 7-8
	The Original Pad is dirty.	Wipe the Original Pad clean with a soft cloth dampened with alcohol. ☞p. 7-9
	The original is very thin or highly transparent.	Place a blank sheet of paper over the original. ☞p. 2-22
The copy has dark specks or spots.  1074O111	The original is 2-sided.	The information on the back side of a 2-sided, thin original may be slightly reproduced on the copy. Set the copier into the Manual Exposure mode and, using the **Lighter** key, make the exposure level lighter. ☞p. 3-32
The edge of the copy is dirty.  1047O112	The Original Pad is dirty.	Wipe the Original Pad clean with a soft cloth dampened with alcohol. ☞p. 7-9
	You have selected a paper size larger than the original. (When Zoom Ratio is set at full size ×1.000)	Select the same copy paper size as the original. ☞p. 3-5 Or, use the Auto Size Mode to enlarge the copy to the appropriate size. ☞p. 3-10
	The original is not placed in the correct position (when the zoom ratio is set at full size ×1.000).	Select the same copy paper size as the original. Or, reload the paper in the same direction as the original. ☞p. 3-5
	The reduction ratio selected is not in accord with the copy paper size. (When doing manual reduction copying.)	Select the zoom ratio according to the copy paper size. ☞p. 3-10 Or, use the Auto Size Mode to reduce the copy to the appropriate size. ☞p. 3-10
The image on the copy is not aligned properly.  1074O113	The original is not placed in the correct position.	Place the original correctly on the Original Glass against the Original Width Scale. ☞p. 2-22 Or, load it onto the document feeder correctly along the Document Guide Plates. ☞p. 2-20
	The originals may not be suitable for use in the document feeder.	Raise the document feeder and place the originals on the Original Glass one at a time, instead of using the document feeder. ☞p. 2-22
	Something is sticking to the Original Glass.	Wipe the Original Glass clean with a soft dry cloth. ☞p. 7-8

**Call your Technical Representative if these procedures do not correct the problem.*

2. The Copier is not Functioning as Designed

The copier is not functioning as designed

Symptom	Check for	Action
The Touch Panel shows nothing.	Is only the Start key lit up green?	The copier is in the Energy Saver mode or the LCD Back-light is off. Press any key on the control panel to cancel.
	The Power Switch is turned OFF.	Turn the Power Switch ON.
	The Display Contrast Knob is turned to the excessively light or dark position.	Viewing the Touch Panel, adjust the Display Contrast Knob as necessary.
The Start key does not light up green.	Is your Access Number or Account Number entered? 1166P168CB	Enter your Access Number or Account Number by following the procedure given in “Entering the Access Number.” ☞p. 2-27
No copies are fed out when the Start key is pressed.	The copier has developed a malfunction.	Check the Touch Panel and take action according to the message on the panel.
	The copier was just turned ON and is warming up.	It takes the copier 60 to 70 sec. to be ready for making copies after it has been turned ON. Please wait.
Control panel keys do not respond.	The Interrupt key LED is lit up.  1166O260AA	The copier is in the interrupt mode. Press the Interrupt key to cancel the interrupt mode.
The copier is not activated when the Power Switch is turned ON.	The power cord is left unplugged from the power outlet.	Plug the power cord into the power outlet.
	The room circuit breaker is open.	Close the room circuit breaker.

* If these procedures do not correct the problem, turn OFF the Power Switch, unplug the power cord from the power outlet, and contact your Technical Representative.

Chapter 7

Miscellaneous

1. Specifications

Specifications

Copier

	Di250	Di350
Type	Console/Desk Top Copier	
Platen Type	Stationary	
Photo conductor	OPC	
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper	
Developing System	Micro-Toning High-Grade System	
Fusing System	Lamp-Heated Roller	
Resolution	600dpi	
Types of Original	Sheets, Books and other three-dimensional objects Maximum Original Size : 11”×17”L Maximum Original Weight : 6-1/2 lbs.	
Kinds of Paper	Plain Paper (16 lbs. to 24 lbs.), Recycled Paper Special Paper : Card (24-1/4 lbs. to 41-3/4 lbs.), OHP transparencies, Labels *Special Paper can only be used for the 1st Drawer and Manual Bypass Tray.	
Copy Paper Size	1st Drawer : 11”×17”L to 5-1/2”×8-1/2” Width : 3-1/2” to 11-3/4” Length : 5-1/2” to 17” 2nd Drawer : 11”×17”L to LetterC Manual Bypass Tray : Crosswise : 3-1/2” to 11-3/4” Lengthwise : 5-1/2” to 17”	
Capacity	Plain Paper (21-1/4 lbs.), Recycled Paper : Max. Paper Size LetterL, 500 sheets Max. Paper Size 11”×17”L, 250 sheets Special Paper, Card, OHP transparencies, Label : 20 sheets	
Paper Feeding System	1st Drawer Plain Paper (21-1/4 lbs.) : 250 sheets Card, OHP transparencies, Labels : 20 sheets 2nd Drawer Plain Paper (21-1/4 lbs.) : 500 sheets Manual Bypass Tray Plain Paper, Special Paper : 1 sheet	
Warm-Up Time	60sec. or less	70sec. or less
First Copy	LetterC = 5.9sec. or less (Using 1st Copier Drawer)	LetterC = 4.5sec. or less (Using 1st Copier Drawer)
Copy Speed (Approx. copies/minute)	11”×17”L : 14 LetterL : 20 8-1/2”×14”L : 17 LetterC : 25	11”×17”L : 20 LetterL : 28 8-1/2”×14”L : 23 LetterC : 35
Magnification Ratios	Fixed ratios, Full size: 1:1±1% Enlargement ratios : ×1.214, ×1.294, ×1.545, ×2.000 Reduction ratios : ×0.500, ×0.647, ×0.733, ×0.785 Minimal ratios : ×0.930 Zoom ratios : From ×0.250 to ×4.000 in ×0.001 increments	
Multiple Copies	1 to 99 copies	1 to 999 copies
Exposure Control	Auto Exposure Mode, Manual Exposure Mode, Text Mode, Photo Mode and Text/Photo Mode	
Lost Image	Leading Edge : 4mm (Approx. 1/4”) Trailing Edge : 4mm (Approx. 1/4”) Rear Edge : 4mm (Approx. 1/4”)	
Power Requirements	AC120V : 60Hz	
Power Consumption	750W±10%	900W±10%
Acoustic Noise	Copy Cycle : 69dB (A) or less Stand by : 47dB (A) or less	Copy Cycle : 71dB (A) or less Stand by : 50dB (A) or less
Dimensions	Width : 22-1/4” Depth : 27-3/4” Height : 25”	Width : 24-1/4” Depth : 27-3/4” Height : 25”
Weight	118 lbs.	122-1/4 lbs.

Duplexing Document Feeder AFR-14

Document Feeding System	Standard Mode : 1-sided original, 2-sided original Mixed Original Detection Mode : 1-sided Mixed Original Detection 2-sided Mixed Original Detection Single Feeding Mode : 1-sided original
Kinds of Original	Plain paper 1-sided original Mode : 13-1/4 to 29-1/4 lbs. 2-sided original Mode, Mixed Original Detection Mode: 16 to 24 lbs. Single Feeding Mode : 9-1/4 to 53-1/4 lbs.
Original Size	1-sided, 2-sided original, Single Feeding Mode: 11”×17”L to 5-1/2”×8-1/2”L Mixed original Detection Mode : 11”×17”L to Letter
Capacity of Document Feed Tray	Up to 50 sheets (20-1/4 lbs.)
Copy Productivity	100%
Power Source	Supplied from copier
Power Consumption	60W or less
Dimensions	Width : 23-3/4” Depth : 19-3/4” Height : 4-1/4”
Weight	26-1/2 lbs.

Automatic Document Feeder

	AF-6	AF-7
Document Feeding System	Standard Mode : 1-sided original	
Kinds of Original	Single Feeding : Plain Paper (10-3/4 to 21-3/4 lbs.) Multiple Feeding : Plain Paper (14 to 21-3/4 lbs.)	
Original Size	1-sided, 2-sided original Mode: 11”×17”L to 5-1/2”×8-1/2” Mixed Original Detection Mode: 11”×17”L to 5-1/2”×8-1/2”C	
Capacity of Document Feed Tray	1-sided, 2-sided original Mode: Up to 70 sheets (14 to 21-3/4 lbs.) Mixed Original Detection Mode: Up to 50 sheets (14 to 21-3/4 lbs.)	
Copy Productivity	100%	
Power Source	Supplied from copier	
Power Consumption	60W or less	
Dimensions	Width : 21-1/4” Depth : 19-1/2” Height : 3-3/4”	
Weight	13-1/4 lbs.	

Large Capacity Cabinet PF-106

Kinds of Paper	Plain paper (16 to 24 lbs.), Recycled paper
Paper Size	A4C, Letter C, B5C
Capacity	2,500 sheets (21-1/4 lbs.)
Power Source	Supplied from copier
Power Consumption	45W
Dimensions	Width : 21” Depth : 21-1/2” Height : 11-1/4”
Weight	36-3/4 lbs.

Paper Feed Unit

	PF-108	PF-110
Kinds of Paper	Plain paper (16 to 24 lbs.), Recycled paper	
Paper Size	11”×17”L to Letter	11”×17” L to 5-1/2”×8-1/2”C
Capacity	500 sheets (21-1/4 lbs.)	250 sheets (21-1/4 lbs.)
Power Source	Supplied from copier	
Power Consumption	10W or less	
Dimensions	Width : 21” Depth : 21-1/2” Height : 5”	
Weight	15-1/4 lbs.	12 lbs.

Duplex Unit AD-10

Kinds of Paper	Plain paper (16 lbs. to 24 lbs.), Recycled paper
Copy Paper Size	11”×17”L to 5-1/2”×8-1/2”L
Power Source	Supplied from copier
Power Consumption	21W
Dimensions	Width : 2-1/4” Depth : 16-1/4” Height : 10”
Weight	4-1/2 lbs.

Finisher FN-100

Types of Trays	Top Offset Tray, Elevator Tray
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode, Hole Punch Mode
Kinds of Paper	<Top Offset Tray> Non-Sort Mode • Plain paper (16 to 24 lbs.), Recycled paper • Special paper Card (24-1/4 to 41-3/4 lbs.), OHP transparencies, Translucent paper, Envelope Hole Punch Mode • Plain paper (16 to 24 lbs.), Recycled paper <Elevator Tray> Staple Mode • Plain paper (16 to 21-1/4 lbs.), Recycled paper Hole Punch Mode • Plain paper (16 to 24 lbs.), Recycled paper
Paper Size	<Top Offset Tray> 11”×17”L to 5-1/2”×8-1/2” <Elevator Tray> 11”×17”L to Letter
Capacity	<Top Offset Tray> • Plain paper (21-1/4 lbs.), Recycled paper: Max. Paper Size 5-1/2”×8-1/2”, 250 sheets, Max. Paper Size 11”×17”L to Letter, 500 sheets • Special paper : 20 Cards, 10 OHP transparencies <Elevator Tray> • Plain paper (21-1/4 lbs.), Recycled paper: LetterL or smaller, 2000 sheets Larger than LegalL, 1000sheets
Stapling	Acceptable paper size : 11”×17”L to Letter Acceptable Number of copies : 2 to 50 sheets
Punching	Acceptable paper size : 11”×17”L, LetterC Punch Hole : 3-Hole (2-Hole is an option)
Power Source	Supplied from copier
Power Consumption	63W or less
Dimensions	Width : 25-3/4” Depth : 24-1/2” Height : 38-3/4”
Weight	Finisher : 88-1/4 lbs. Transport Unit : 6-1/4 lbs.
Accessories	Staple Cartridge, 5000 staples/cartridge ×1 piece

Mailbin Finisher FN-500

Types of Trays	Top Offset Tray, Elevator Tray, Mailbins (5 bins)
Modes	Non-Sort Mode, Sort Mode, Group Mode, Staple Mode and Hole Punch Mode
Kinds of Paper	<Top Offset Tray> Non-Sort Mode • Plain paper (16 to 24 lbs.), Recycled paper • Special paper Card (24-1/4 to 41-3/4 lbs.), OHP transparencies Hole Punch Mode • Plain paper (16 to 24 lbs.), Recycled paper <Elevator Tray> Staple Mode • Plain paper (16 to 21-1/4 lbs.), Recycled paper Hole Punch Mode • Plain paper (16 to 24 lbs.), Recycled paper <Mailbin> For Printing: Sort Mode, Group Mode and Hole Punch Mode • Plain paper (16 to 21-1/4 lbs.), Recycled paper
Paper Size	<Top Offset Tray> 11”×17”L to 5-1/2”×8-1/2” <Elevator Tray> 11”×17”L to Letter <Mailbin> 11”×17”L to LetterC
Capacity	<Top Offset Tray> • Plain paper (21-1/4 lbs.), Recycled paper: Max. Paper Size 5-1/2”×8-1/2”, 250 sheets, Max. Paper Size 11”×17” L to Letter, 500 sheets • Special paper : 20 Cards, 10 OHP transparencies <Elevator Tray> • Plain paper (21-1/4 lbs.), Recycled paper: LetterL or smaller, 1000 sheets Larger than LegalL, 500sheets <Mailbin> • Plain paper (21-1/4 lbs.), Recycled paper : 200 sheets/bin
Stapling	Acceptable paper size : 11”×17”L, LetterC Acceptable Number of copies : 2 to 50 sheets
Punching	Acceptable paper size : 11”×17”L to 5-1/2”×8-1/2” Punch Hole : 3-Hole (2-Hole is an option)
Power Source	Supplied from copier
Power Consumption	63W or less
Dimensions	Width : 25-3/4” Depth : 24-1/2” Height : 38-3/4”
Weight	Mailbin Finisher : 110-1/4 lbs. Transport Unit : 6-1/4 lbs.
Accessories	Staple Cartridge, 5000 staples/cartridge ×1 piece

Job Tray JS-200

Type	Stationary
Number of Trays	2 Trays : Job Tray is the 1st tray. Copier exit tray becomes the 2nd tray.
Mode	Non-Sort Mode, Sort Mode and Group Mode
Kinds of Paper	<First Tray> • Plain paper (16 to 24 lbs.) <Second Tray> • Plain paper (16 to 24 lbs.), Recycled paper • Special paper : Card (24-1/4 to 43-1/4 lbs.), OHP transparencies
Paper Size	Width : 3-1/2" to 11-3/4" Length : 5-1/2" to 17" (11"×17"L to 5-1/2"×8-1/2")
Capacity	<First Tray> • Plain paper (16 to 24 lbs.) : 100 sheets <Second Tray> • Plain paper (16 to 24 lbs.) : 250 sheets • Special paper, Card, OHP transparencies : 20 sheets
Power Source	Supplied from copier
Power Consumption	26W or less
Dimensions	Width : 19-1/4" Depth : 19-3/4" Height : 8"
Weight	10-1/4 lbs.

Shift Tray OT-100

Shifting System	Tray moved by a pulse motor
Shift Home Position	Rear of unit
Shift Position	40mm
Modes	Non-Sort Mode, Sort Mode and Group Mode
Kinds of Paper	<Non-Sort> • Plain paper : (16 to 24 lbs.) • Special paper : Card (24-1/4 to 43-1/4 lbs.), OHP transparencies <Sort, Group> • Plain paper (16 to 24 lbs.)
Paper Size	<Non-Sort> Width : 3-1/2" to 11-3/4" Length : 5-1/2" to 17" (11"×17"L to 5-1/2"×8-1/2") <Sort, Group> Width : 5-1/2" to 11-3/4" Length : 5-1/2" to 17" (11"×17"L to 5-1/2"×8-1/2")
Capacity	Plain paper (16 to 24 lbs.) : 250 sheets Special paper, Card, OHP transparencies : 20 sheets
Power Source	Supplied from copier
Power Consumption	26W or less
Dimensions	Width : 19-1/4" Depth : 22" Height : 8"
Weight	15 lbs.

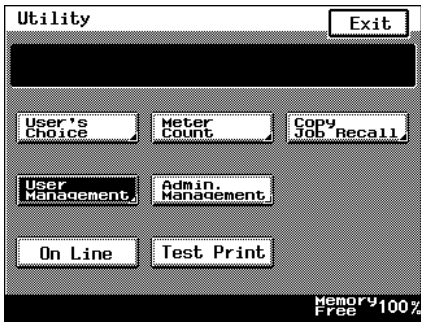
2. Care of the Copier

Cleaning

Touch Panel

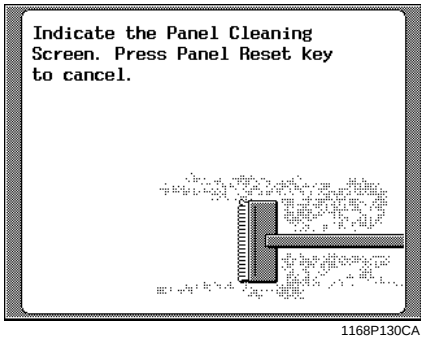
Panel Cleaning Mode enables you to clean the Touch Panel when the Main Switch is ON.

1 Press the Utility key and touch **User Management**.



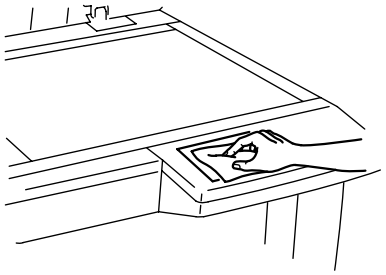
1168P125CC

2 Touch **Panel Cleaning**.



1168P130CA

3 Wipe the surface of the Touch Panel clean with a soft, dry cloth.



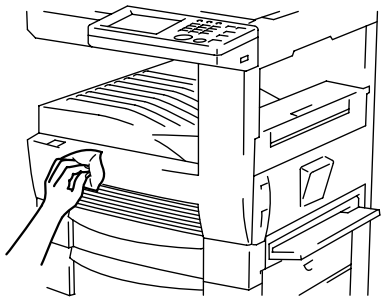
1166O098AA

4 Press the Panel Reset key after cleaning.

NOTE
NEVER use a glass cleaner or any detergent to avoid damage to the touch panel.

Housing

Wipe the surface of the housing clean with a soft cloth dampened with alcohol.

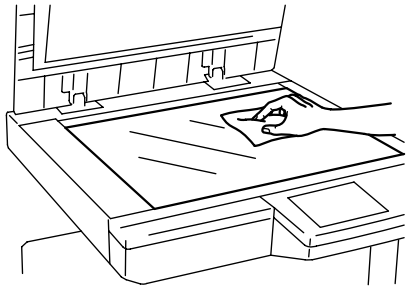


1166O097AA

Original Glass

1 Raise the Original Cover.

2 Wipe the surface of the Original Glass clean with a soft, dry cloth.

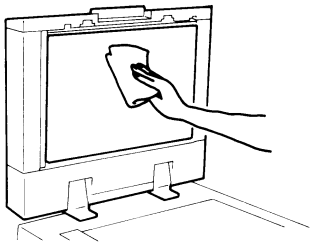


1166O099AA

Document Transport Belt

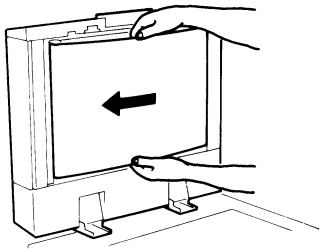
1 Open the Document Feeder.

2 Wipe the surface of the Document Transport Belt clean with a soft cloth dampened with alcohol.



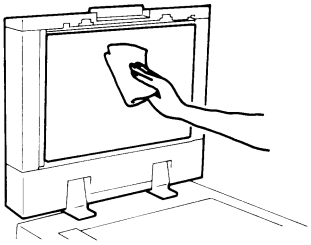
1139O1910A

3 Hold the Document Transport Belt at both edges and pull it to the left to expose a fresh surface.



1166O1920A

4 Wipe the fresh surface clean using the soft cloth dampened with alcohol.



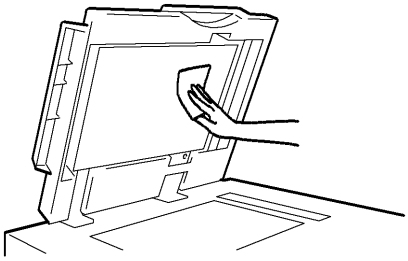
1139O1910A

Repeat these steps until the entire surface of the Belt is wiped clean.

Original Pad

1 Raise the Document Feeder or Original Cover.

2 Wipe the surface of the Original Pad clean with a soft cloth dampened with alcohol.



1155O426AA

3. Function Combination Matrix

Function Combination Matrix

Function Set Last / Function Set First			Basic															Orig. ▶ Copy							
			Paper						Zoom			Finishing						Orig.						Copy	
			Auto Paper	Paper Feed Unit	1st Drawer (OHP/Card)	1st Drawer (Plain)	Manual Bypass Tray (OHP/Card)	Manual Bypass Tray (Plain)	Auto Size	Optional Zoom	X/Y Zoom	Non-Sort	Sort	Group	Staple	Hole Punch	1	2	Book	1[2in1]	2[2in1]	Mixed Orig. Detection	1	2
Basic	Paper	Auto Paper		×	×	×	×	×	×	❍	×	❍	❍	❍	❍	❍	❍	❍	×	F	F	❍	❍	❍
		Paper Feed Unit	×		×	×	×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		1st Drawer (OHP/Card)	×	×		×	×	×	❍	❍	❍	❍	❍	❍	●	●	❍	❍	❍	❍	❍	❍	❍	●
		1st Drawer (Plain)	×	×	×		×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Manual Bypass Tray (OHP/Card)	×	×	×	×		×	❍	❍	❍	❍	●	●	●	●	❍	●	●	●	●	❍	❍	●
		Manual Bypass Tray (Plain)	×	×	×	×	×		❍	❍	❍	❍	●	●	●	❍	❍	●	●	●	●	❍	❍	●
	Zoom	Auto Size	×	❍	❍	❍	❍	❍		×	×	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍
		Optional Zoom	❍	❍	❍	❍	❍	❍	×		×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		X/Y Zoom	×	❍	❍	❍	❍	❍	×	×		❍	❍	❍	❍	❍	❍	❍	❍	F	F	❍	❍	❍
	Finishing	Non-Sort	❍	❍	❍	❍	❍	❍	×	❍	❍		×	×	B	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Sort	❍	❍	❍	❍	A	A	❍	❍	❍	×		×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Group	❍	❍	❍	❍	A	A	❍	❍	❍	×	×		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
		Staple	❍	❍	●	❍	A	A	❍	❍	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍
		Hole Punch	❍	❍	●	❍	A	❍	❍	❍	❍	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍
Orig.▶Copy	Orig.	1	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		×	×	×	×	C	❍	❍
		2	❍	❍	❍	❍	A	A	❍	❍	❍	❍	❍	❍	❍	❍	×		×	×	×	D	❍	❍
		Book	●	❍	❍	❍	A	A	●	❍	❍	❍	❍	❍	❍	❍	×	×		×	×	▲	❍	❍
		1[2in1]	F	❍	❍	❍	A	A	❍	❍	❍	❍	❍	❍	❍	❍	×	×	×		×	●	❍	×
		2[2in1]	F	❍	❍	❍	A	A	❍	❍	❍	❍	❍	❍	❍	❍	×	×	×	×		●	❍	×
		Mixed Orig. Detection	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	C	E	△	●	●		❍	C
	Copy	1	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		×
		2	❍	❍	●	❍	A	A	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	×	C	×	
		1[2in1]	F	❍	❍	❍	A	A	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	×	×	×	●	×	×
		2[2in1]	F	❍	●	❍	A	A	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	×	×	×	●	×	×
		1[4in1]	F	❍	❍	❍	A	A	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	×	×	×	●	×	×
		2[4in1]	F	❍	●	❍	A	A	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	×	×	×	●	×	×
		Booklet Creation	F	❍	●	❍	A	A	❍	❍	●	❍	❍	❍	●	●	❍	×	×	×	×	●	×	×
		Original Direction	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	×	×	×	E	E	E
		Margin	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	×	×	×	E	E	E
Density	Auto Exposure		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Manual Exposure		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Text		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Text/Photo		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Photo		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Auxiliary	File Margin		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Edge/Frame Erase		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍
	Page Insertion		❍	❍	❍	❍	A	A	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	●	●	●	❍	❍
	Cover		❍	❍	❍	❍	A	A	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	●	●	●	❍	❍
	OHP Interleaving		●	●	●	●	×	×	❍	❍	❍	❍	❍	❍	●	●	❍	❍	●	●	●	❍	❍	●
	Image Repeat		●	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	●	●	❍	❍	●	●	●	❍	❍	●
	Small Orig. Adjustment		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍
	Separate Scan		E	E	E	E	×	×	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	❍
	Distribution		❍	❍	❍	❍	A	A	❍	❍	❍	●	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Others	SADF Mode		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Interrupt		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	●	●	●	❍	❍	❍	❍	❍	❍	❍	❍

Function Set Last / Function Set First			Orig. ▶ Copy: Copy: 1[2in1]	2[2in1]	1[4in1]	2[4in1]	Booklet Creation	Original Direction	Margin	Density: Auto Exposure	Manual Exposure	Text	Text/Photo	Photo	Auxiliary: File Margin	Edge/Frame Erase	Page Insertion	Cover	OHP Interleaving	Image Repeat	Small Orig. Adjustment	Separate Scan	Distribution	Other: SADF Mode	Interrupt
Basic	Paper	Auto Paper	F	F	F	F	F	D	D	○	○	○	○	○	○	○	○	○	×	×	○	D	○	○	○
		Paper Feed Unit	○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	×	○	○	D	○	○	○
		1st Drawer (OHP/Card)	○	●	○	●	●	D	D	○	○	○	○	○	○	○	○	○	×	○	○	D	○	○	○
		1st Drawer (Plain)	○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	×	○	○	D	○	○	○
		Manual Bypass Tray (OHP/Card)	●	●	●	●	●	D	D	○	○	○	○	○	○	○	●	●	●	○	○	●	●	×	○
		Manual Bypass Tray (Plain)	●	●	●	●	●	D	D	○	○	○	○	○	○	○	●	●	●	○	○	●	●	×	○
	Zoom	Auto Size	○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	○	×	○	D	○	○	○
		Optional Zoom	○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	○	○	○	D	○	○	○
		X/Y Zoom	F	F	F	F	F	D	D	○	○	○	○	○	○	○	○	○	○	○	○	D	○	○	○
	Finishing	Non-Sort	○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	○	○	○	D	B	○	○
		Sort	○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	○	○	○	D	○	×	○
		Group	○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	○	○	○	D	B	×	○
		Staple	○	○	○	○	●	D	D	○	○	○	○	○	○	○	○	○	●	×	○	D	○	×	○
		Hole Punch	○	○	○	○	●	D	D	○	○	○	○	○	○	○	○	○	●	×	○	D	○	○	○
Orig. ▲ Copy	Orig.	1	○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	○	○	○	D	○	○	○
		2	○	○	○	○	×	D	D	○	○	○	○	○	○	○	○	○	○	○	○	D	○	×	D
		Book	×	×	×	×	×	●	●	○	○	○	○	○	○	●	●	●	●	×	●	D	○	×	○
		1[2in1]	×	×	×	×	×	●	●	○	○	○	○	○	○	○	●	●	●	×	○	D	○	×	○
		2[2in1]	×	×	×	×	×	●	●	○	○	○	○	○	○	○	●	●	●	×	○	D	○	×	○
		Mixed Orig. Detection	●	●	●	●	●	D	D	○	○	○	○	○	○	○	●	●	○	○	○	D	○	○	○
	Copy	1	×	×	×	×	×	D	D	○	○	○	○	○	○	○	○	○	○	○	○	D	○	○	○
		2	×	×	×	×	×	D	D	○	○	○	○	○	○	○	○	○	●	×	○	D	○	○	○
		1[2in1]		×	×	×	×	D	D	○	○	○	○	○	○	○	○	○	●	×	○	D	○	×	●
		2[2in1]	×		×	×	×	D	D	○	○	○	○	○	○	○	○	○	●	×	○	D	○	×	●
		1[4in1]	×	×		×	×	D	D	○	○	○	○	○	○	○	○	○	●	×	○	D	○	×	●
		2[4in1]	×	×	×		×	D	D	○	○	○	○	○	○	○	○	○	●	×	○	D	○	×	●
		Booklet Creation	×	×	×	×		D	D	○	○	○	○	○	○	○	●	●	●	×	○	D	○	×	○
		Original Direction	E	E	E	E	E		D	E	E	E	E	E	E	E	E	E	E	E	E	D	E	E	○
		Margin	E	E	E	E	E	D		E	E	E	E	E	E	E	E	E	E	×	E	D	E	E	○
Density	Auto Exposure		○	○	○	○	○	D	D		×	○	○	×	○	○	○	○	○	○	○	D	○	○	○
	Manual Exposure		○	○	○	○	○	D	D	×		○	○	○	○	○	○	○	○	○	○	D	○	○	○
	Text		○	○	○	○	○	D	D	○	○		×	×	○	○	○	○	○	○	○	D	○	○	○
	Text/Photo		○	○	○	○	○	D	D	○	○	×		×	○	○	○	○	○	○	○	D	○	○	○
	Photo		○	○	○	○	○	D	D	×	○	×	×		○	○	○	○	○	○	○	D	○	○	○
Auxiliary	File Margin		○	○	○	○	○	D	D	○	○	○	○	○		○	○	○	○	×	○	D	○	○	○
	Edge/Frame Erase		○	○	○	○	○	D	D	○	○	○	○	○	○		○	○	○	○	○	D	○	○	○
	Page Insertion		○	○	○	○	●	D	D	○	○	○	○	○	○	○		○	●	×	○	D	○	×	○
	Cover		○	○	○	○	●	D	D	○	○	○	○	○	○	○	○		●	×	○	D	○	×	●
	OHP Interleaving		●	●	●	●	●	D	D	○	○	○	○	○	○	○	●	●		×	○	D	●	○	○
	Image Repeat		●	●	●	●	●	D	●	○	○	○	○	○	●	○	●	●	●		○	D	●	○	○
	Small Orig. Adjustment		○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	○	○		D	○	○	○
	Separate Scan		E	E	E	E	E	D	D	E	E	E	E	E	E	E	E	E	E	E	E		E	○	○
	Distribution		○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	●	×	○	D		×	×
Others	SADF Mode		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		○
	Interrupt		○	○	○	○	○	D	D	○	○	○	○	○	○	○	○	○	●	○	○	D	●	○	

Conditions for Combined Functions

❍ : The functions can be used in combination with each other.
● : The functions cannot be set in combination. (The function set first takes precedence.)
✕ : The functions cannot be set in combination. (The function set last takes precedence.)
▲ : The functions can be set in combination. (The function set first takes precedence.)
△ : The functions can be set in combination. (The function set last takes precedence.)
A : The manual bypass cannot be used with this function. The function set first will be automatically canceled if a sheet of paper is inserted into the manual bypass tray.
B : Sort is automatically reselected.
C : Only when 1-sided original to 2-sided copy is selected, the function set first takes precedence.
D : Only when the Automatic Document Feeder is mounted, the function set first takes precedence.
E : Only when the Automatic Document Feeder is mounted, the function set last takes precedence.
F : The copier automatically recalls a default zoom ratio for 2-in-1 Separation and 2-in-1, 4-in-1 or Booklet Creation copying.
- : Has no bearing.

4. Description of Paper Size and Zoom Ratio Table

Description of paper size and zoom ratio table

Paper Size

Name	Size (Metric)	Size (Inch)
A3	297mm×420mm	11-3/4" × 16-1/2"
B4	257mm×364mm	10" × 14-1/4"
A4	210mm×297mm	8-1/4" × 11-3/4"
B5	182mm×257mm	7-1/4" × 10"
A5	148mm×210mm	5-3/4" × 8-1/4"
B6	128mm×182mm	5" × 7-1/4"
A6	105mm×148mm	4-1/4" × 5-3/4"
POST CARD	100mm×148mm	4" × 5-3/4"

Name		Size (Inch)	Size (Metric)
LEDGER		11" × 17"	279mm×432mm
11"×14"		11" × 14"	279mm×356mm
COMPUTER		10-1/8" × 14"	257mm×356mm
10"×14"		10" × 14"	254mm×356mm
9-1/4"×14"		9-1/4" × 14"	236mm×356mm
LEGAL		8-1/2" × 14"	216mm×356mm
FOOLSCAP	GOVERNMENT LEGAL	8-1/2" × 13"	216mm×330mm
FOOLSCAP		8" × 13"	203mm×330mm
FOOLSCAP		8-2/3" × 13"	220mm×330mm
FOOLSCAP	FOLIO	8-1/4" × 13"	210mm×330mm
8-1/4"×11-3/4"		8-1/4" × 11-3/4"	210mm×301mm
LETTER		8-1/2" × 11"	210mm×279mm
GOVERNMENT LETTER		8" × 10-1/2"	203mm×267mm
QUARTO		8" × 10	203mm×254mm
STATEMENT	INVOICE	5-1/2" × 8-1/2"	140mm×216mm

Zoom Ratio Table (Original Size to Copy Paper Size)

Metric Areas		
Original Size	Copy Paper Size	Zoom Ratio
A3 297×420mm 11-3/4"×16-1/2"	A4	×0.707
	A5	×0.500
	B4	×0.866
	B5	×0.610
A4 210×297mm 8-1/4"×11-3/4"	A5	×0.707
	A6	×0.500
	B5	×0.866
	B6	×0.610
	A3	×1.414
	B4	×1.224
A5 148×210mm 5-3/4"×8-1/4"	A6	×0.707
	B6	×0.866
	A4	×0.414
	A3	×2.000
	B4	×1.733
	B5	×1.224
A6 105×148mm 4-1/4"×5-3/4"	A4	×2.000
	A5	×1.414
	B5	×1.733
	B6	×1.224
B4 257×364mm 10"×14-1/4"	A4	×0.816
	A5	×0.577
	B5	×0.707
	B6	×0.500
	A3	×1.154
B5 182×257mm 7-1/4"×10"	A5	×0.816
	A6	×0.577
	B6	×0.707
	A3	×1.640
	A4	×1.154
	B4	×1.414
B6 128×182mm 5"×7-1/4"	A6	×0.816
	A4	×1.640
	A5	×1.154
	B4	×2.000
	B5	×1.414

Metric Areas		
Original Size	Copy Paper Size	Zoom Ratio
11"×17" 279.4×431.8mm	11"×14"	×0.823
	Legal	×0.772
	Foolscap	×0.764
	Letter	×0.647
	Invoice	×0.500
11"×15" 279.4×381mm	11"×14"	×0.933
	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.733
	Invoice	×0.500
11"×14" 279.4×355.6mm	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.772
	Invoice	×0.500
Legal 8-1/2"×14" 215.9×355.6mm	Foolscap	×0.928
	Letter	×0.785
	Invoice	×0.607
	11"×17"	×1.214
Foolscap 8-1/2"×13" 215.9×330.2mm	Letter	×0.846
	Invoice	×0.647
	11"×17"	×1.294
	11"×14"	×1.076
Letter 8-1/2"×11" 215.9×279.4mm	Invoice	×0.647
	11"×17"	×1.294
	11"×14"	×1.272
Invoice 5-1/2"×8-1/2" 139.7×215.9mm	11"×17"	×2.000
	11"×14"	×1.647
	Legal	×1.545
	Foolscap	×1.529
	Letter	×1.294

Zoom Ratio = Copy Paper Size ÷ Original Size

1"(Inch) = 25.4mm
1mm = 0.0394"(Inch)

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